

Board Policy – Bylaws – Article IV – Meetings

Last Reviewed: 10/14/2008

Last Updated: 10/14/2008

SECTION 5. Hearing of Citizens

- A. Citizens of the College district, College employees or students may appear before the Board of Trustees according to the following procedures:
1. At any Regular or duly called Special meeting of the Board of Trustees, those desiring to speak on any item(s) on the Agenda may do so subject to the following rules:
 1. The guest must register with the Board Secretary giving name, permanent address, and Agenda item to be addressed.
 2. The guest must be recognized by the presiding officer at the point on the Agenda entitled "Hearing of Citizens".
 3. The guest must restrict remarks to the time allocated by the presiding officer.
 4. The guest must observe decorum which enhances the dignity of the meeting.
 5. The guest must confine remarks to the Agenda item(s) unless the procedures outlined in (2) below have been complied with.
 2. A person desiring to appear before the Board of Trustees on a subject not on the Agenda must give a request in writing to the Chairman or Secretary of the Board, or the College President by 5:00 p.m. on the day preceding a scheduled meeting of the Board. The request must state the subject the person wishes to speak on as well as an outline of the subject matter to be presented. It is the policy of the Board of Trustees to hear all persons who have a presentation to make which is germane to the operation of the College and which falls within the legal responsibility of the Board of Trustees.

To make an appearance request, please contact the President's Office at 269.782.1271 or president@swmich.edu