



Procedure: Public Comment at Lincoln University Board of Trustees Meetings  
Effective Date: September 2021  
Revisions: September 7, 2021  
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Approved by: Gerald W. Bruce, Chair  
Board of Trustees

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## I. Overview

The Board of Trustees of Lincoln University of the Commonwealth System of Higher Education is interested in the concerns of all stakeholders and welcomes input on the issues facing the Lincoln community. To provide for an effective, orderly airing of opinion, certain rules have been put in place so that stakeholders may make their views known. The following information summarizes these procedures. For more information, contact the Board office at 484-365-8107.

## II. Purpose and Schedule

The purpose of the Board meeting is to take formal action on issues affecting Lincoln University. The Board of Trustees meets quarterly during each academic year in the boardroom located on the second floor of the International Cultural Center on the campus of Lincoln University, 1570 Baltimore Pike, Lincoln University, PA 19352.

### A. Regular Meetings

Regular meetings of the Board of Trustees are held on the third Saturday in September, November and February. Should the third Saturday in February fall on the President's Day weekend, the regular meeting shall automatically be rescheduled to the second Saturday in February.

### B. Annual Meeting

The Annual Meeting of the Board of Trustees is held on the third Saturday in April. Should the third Saturday in April fall on Easter weekend, the Annual Meeting shall automatically be rescheduled to the second Saturday in April.

### III. Order of Business

#### A. Agenda

An agenda is prepared prior to each Board meeting and is posted on the Board of Trustees web site prior to each Board meeting.

#### B. Meeting Procedures (subject to change)

Procedures for meetings of the Board of Trustees is as follows:

- **Call to Order**
- **Prayer**
- **Roll Call**
- **Approval of Minutes**
- **Presentations**
- **Public Comment** (see Section V below)
- **Chair Report**
- **President Report**
- **Treasurer Report**
- **Standing Committees** – Action Items
- **Consent Agenda** – Board Committee Reports
- **New Business**
- **Executive Session** (Closed) - when necessary
- **Adjournment**

The Board may occasionally deviate from the outlined procedures but failure to strictly observe these rules will not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with the law.

### IV. **Public Comment Registration Process**

- Registration and Confirmation - Individuals or groups wishing to address the Board regarding an issue must complete the Registration Form and fax it to the Board office at 484.365.7150. Forms may also be sent via email to [dbrown@lincoln.edu](mailto:dbrown@lincoln.edu).
- The Board office will confirm receipt and provide further instructions.
- The registrant will have an opportunity to address the Board during the public comment portion of the Board meeting utilizing the Guidelines for Speakers (Section V).

## V. Guidelines for Speakers

Obtaining comments from the public is a vital necessity of Board governance. The Board is interested in hearing what you have to say, and will carefully consider your input. Speakers are asked to adhere to the following:

### A. Addressing the Board of Trustees

- speak from the podium in the boardroom in a normal voice and relax. Speakers with physical challenges may request the use of a portable microphone.
- wait for the Board Chair to recognize you then approach the podium;
- from the podium, address the Board as “Mr. Chairman and Members of the Board.”
- state your name and address for the record and indicate if you are representing a group or an organization;
- make a concise statement of the matter you wish to bring to the Board;
- Comments are limited to three minutes per speaker;
- do not attempt to establish a dialogue with Board members during public comment (see Item C below);
- refrain from using this time for campaign purposes or to make budget requests;
- refrain from making personal verbal attacks on members of the Board or other stakeholders, as well as using vulgar language during remarks.

### B. Groups and Organizations

*If a group wishes to address the Board:*

- the group spokesperson must have the authority to speak for the organization;
- the spokesperson must adhere to the Guidelines for Speakers;
- the total group presentation to the Board must be limited to five (5) minutes.

### C. Establishing a Dialogue with Board Members

- During public comment: The Board of Trustees will not engage the speaker in a discussion of the presented information. Individuals who wish to establish a direct dialogue with Trustees, must direct questions outside of formal Board meetings.
- Outside a Board Meeting: Individuals may submit general questions and comments to the Board office.
- Questions and comments will be directed to the appropriate official or staff person who will provide a response as timely as possible, generally within 24-48 hours.

## **VI. Options of the Board Chair**

*The Board Chair may:*

- interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant
- request any individual to leave the meeting when the person does not observe reasonable decorum
- request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting
- call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting
- waive these rules with the approval of the Board
- respond directly to questions, refer questions to the appropriate person or have them answered in a timely manner
- recall any speaker during its deliberations on an issue if there are questions or a need for clarification.

## **VII. Conclusion**

This information is intended to provide helpful information to make your concerns known to the Board of Trustees of Lincoln University of the Commonwealth System of Higher Education. We value your input, and hope to provide responsive, caring, cost-effective service in partnership with the Lincoln University community.



# Lincoln University

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[www.lincoln.edu](http://www.lincoln.edu)

**Board of Trustees**  
1570 Baltimore Pike  
Lincoln University, PA 19352-0999

**484-365-8107** phone  
**484-365-7150** fax

## REQUEST TO ADDRESS THE BOARD OF TRUSTEES

The Board meeting agenda includes the opportunity for public comment at scheduled meetings of the Lincoln University Board of Trustees.

To request the opportunity for public comment at a scheduled Board meeting, individuals must register in advance by returning the completed Registration Form to the Board office via fax to 484.365.7150 or via email to [dbrown@lincoln.edu](mailto:dbrown@lincoln.edu). The request to address the Board must be received by 4PM Eastern Time on the Wednesday prior to the date of the meeting at which public comment is being requested.

Requests will be honored on a first come, first serve basis and granted according to the time allotted on the agenda. **Requests that have not been granted due to time constraints will be considered for the Board meeting following the meeting date requested.**

The subject matter of public comment shall be limited to matters of public concern. The Board Chair may terminate a speaker’s comments at any point, at his or her discretion, if such comments do not reasonably focus on matters of public concern or do not follow meeting decorum. An individual who registered to speak cannot give his/her time to another individual. All speakers will be required to give their names and addresses.

Meeting Date		
Name		
Affiliation		
Mailing Address		
City, State, Zip Code		
Email Address		Telephone:
Topic Description		

For Board Office Use Only:

Receipt Order Number	Date Request Received	Date Responded