

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 6.029**

Title: OPPORTUNITY FOR PUBLIC COMMENT

Authority: Board Action	Original Adoption: 12/11/02
	Effective Date: 12/11/02
	Last Revision: Initial

---

The Board of Supervisors of the Louisiana Community and Technical College is firmly committed to hearing from the community. In accordance with ACT 285 of the 2001 Regular Legislative Session {R.S. 42:5(D)} the LCTCS Board of Supervisors shall provide an opportunity for public comment at Board meetings, subject to the following guidelines.

**Public Comment**

A period of time is set aside for the opportunity for public comment at the end of the LCTCS Board of Supervisors' meeting. This will be the only opportunity that the public has during a meeting to let the Board know its views.

Each speaker is permitted to speak for a maximum of three minutes. If there are a number of speakers requesting to address the Board, the Chair may reduce the amount of time allocated to each speaker. Alternatively, the Chair may ask one or two people to represent a group.

**Subjects of a Public Comment**

Topic(s) to be addressed are generally confined to those issues appearing on the Board agenda for the month of which the request is made.

Personal attacks on Board members or others, comments which are or would tend to be considered profane or otherwise unacceptable, and issues involving current or former employees and their employment status or relationship to the LCTCS are not appropriate for comment, and may be halted and excluded at the discretion of the Chair.

**Procedures for Making Public Comment**

Any individual interested in addressing the Board must register in writing with the Board Secretary. This may be done in advance as well as up to at least one hour prior to the meeting (on the day of the meeting, registration will take place at the meeting site). Registration must be handled through the "Opportunity for Public Comment" registration form. If an individual chooses to register up to at least one day prior to the meeting, he/she may submit the "Opportunity for Public Comment" form via e-mail or via fax at (225) 219-8710. If an individual chooses to register on the day of the meeting at the meeting site, he/she should request a registration form from the Board secretary.

The Opportunity for Public Comment Form may be accessed on the LCTCS website under Board Information. The registration form should be copied and pasted into a Word document, completed, and returned to the Board Secretary via fax or e-mail.

At the time of registration, individuals must identify themselves, the topic on which they will comment, and the entity that they represent, if appropriate.

**Questions for Speakers during Public Comment**

With the permission of the Chair of the Board, Board members may ask questions of speakers during the period reserved for public comment.

The Chair of the Board reserves the right to exercise discretion in the implementation of this policy.

\*\*\*\*\*

**LCTCS BOARD OF SUPERVISORS  
OPPORTUNITY FOR PUBLIC COMMENT REGISTRATION**

Name: \_\_\_\_\_

Affiliation (Business, Agency, etc.): \_\_\_\_\_

Topic/Agenda Item: \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ I would like to address the Committee/Board

\_\_\_\_\_ I would not like to address the Committee/Board but would like to register the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_