

**EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS**

Request to Address the Board of Regents

I would like to speak to the Eastern Michigan University Board of Regents at their public meeting on _____.

Date of meeting

Name _____

Address _____

City _____ State _____ Zip _____

Phone # _____ E-Mail _____

I would like to speak about (subject – please be specific) _____

I represent the following organization (if any) _____

I am the official spokesperson for the above organization Yes No

Signature

Date

Please return to: Vicki Reaume
Vice President and Secretary of the Board of Regents
Eastern Michigan University
207 Welch Hall
Ypsilanti, MI 48197
Phone: 734.487.2410
Email: vicki.reaume@emich.edu

**EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS**

Guidelines for Addressing the Board of Regents

1. The Eastern Michigan University Board of Regents will hold regular and special public meetings as established by the Board. Contact the Vice President and Secretary of the Board of Regents (734.487.2410) for dates, times and locations of the Board meetings or see their website at <https://www.emich.edu/regents/>.
2. Individuals who express a desire to address the Board must declare their intent by completing the “Request to Address the Board of Regents” form and submit it to the Vice President and Secretary of the Board, in 207 Welch Hall, no later than 24 hours before the Board meeting begins. They will be asked to identify themselves by name, address, and organization they represent, if any. Individuals who represent an organization will be asked to state whether their views represent the official views of that organization.
3. The Vice President and Secretary of the Board will inform individuals who express a desire to address the Board of when to expect the topics to appear on the Board meeting agenda.
4. The “Communications” section of the meeting agenda is reserved for comments from the public.
5. The “Communications” section of the agenda will be limited to thirty (30) minutes. The amount of time allotted to each individual to speak will be up to three minutes. The number of persons desiring to speak will be limited to the first ten (10) individuals that sign up.
6. Participants in the “Communications” section of the meeting should take into consideration rules of common courtesy. Presenters should keep in mind that all statements made and all documents distributed at the public meeting shall be considered public documents and become part of the public record. It is the responsibility of each presenter to ensure that all statements made are accurate and based on fact. All written statements/documents should be given to the Vice President and Secretary of the Board for distribution to Board members and the press. It is best to have 10 copies.
7. Because of the nature of contested cases and the risk of conducting a de novo hearing, the Board should refrain from receiving additional input in such cases.
8. The Board may ask clarifying questions. As a general rule, however, the Board of Regents will reserve comments/action during the meeting at the risk of interfering with internal appeal processes, contractual rights, and/or legal issues or outcomes.