

**ARIZONA BOARD OF REGENTS  
POLICY MANUAL**

1-114      Call to the Audience Procedure

Revision Dates

9/28/2012, 5/1/1992, 2/20/1987 (adopted)

- A. As part of the agenda for each regular meeting of the Board, thirty minutes shall be set aside to enable persons to address comments or make presentations to the Board at a Call to the Audience. The primary purpose of the Call to the Audience is to allow the Board to receive information related to matters of Board governance and oversight. The Chair of the Board or a majority of the Board may extend the time for the Call to the Audience.
1. Any person wishing to make a presentation shall submit a written request to the Secretary to the Board on the form provided which must be received no later than ten minutes prior to the time of the scheduled meeting. The request shall: (a) identify the persons requesting to make the presentation and the organization, if any, the person is representing; (b) specify the topic to be addressed; and (c) identify whether the person or organization requesting to make the presentation has made a presentation to the Board at a Call to the Audience within the previous six months.
  2. Subject to the discretion of the Chair, requests to appear before the Board shall be scheduled in the following order of priority until the available time is exhausted:
    - a. Individuals or organizational representatives who wish to address comments pertaining to a matter scheduled for Board action or discussion at that meeting;
    - b. Individuals or organizational representatives who wish to address comments pertaining to a matter which is not scheduled for Board action or discussion at that meeting, and who have not made a presentation on any topic at a Call to the Audience within the previous six months;
    - c. Individuals or organizational representatives who wish to address comments pertaining to a matter which is not scheduled for Board action or discussion at that meeting, and who have made a presentation on any topic at a Call to the Audience within the previous six months.

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3. Presentations shall generally be limited to not more than three minutes per speaker, as necessary to maintain order and to complete the Board's agenda
  4. The Chair of the Board may impose other reasonable limitations on presentations, including changing the order of priority, restricting or enlarging the amount of time allocated to individual speakers, and limiting the number of speakers provided an opportunity to address the Board on any one topic. The Chair also may limit the issues presented during the Call to the Audience to those matters directly related to the Board's governance and oversight of the university enterprise.
  5. The Chair may invoke such rules and take those actions deemed reasonably necessary to enable members of the public to address the Board in an orderly, non-disruptive environment.
- B. The Board will not recognize any person wishing to comment on or make a presentation concerning a proposed policy or rule for which a designated time to receive oral public comment, other than at the Call to the Audience, has been established.
- C. Generally, the Board will not respond to comments or presentations made at the Call to the Audience, but may refer matters to its staff or to university personnel for study or recommendations.
- D. Persons wishing to submit written comments, whether in lieu of or in connection with an appearance at the Call to the Audience, are requested to do so by filing their material with the Secretary to the Board. The Secretary to the Board will acknowledge the receipt of written comments and distribute copies to all Board members.
- E. A copy of this policy shall be posted in advance of the meeting at the location where the Call to the Audience is to be conducted.
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#### Policy History

- 2/20/1987      Approved by the Board on second reading.
- 5/1/1992      Policy revision approved by the Board on second reading.
- 9/28/2012      Policy revision approved by the Board on second reading.

#### Related Information