

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Public Testimony at Regular Meetings of the TWU Board of Regents

**Regulation and Procedure
Number: URP: 01.100**

Policy Owner: Office of General Counsel

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") seeks to enable its Board of Regents ("Board") members to be fully informed on all matters that influence or have impact on their responsibilities and duties as Board members. This policy sets forth the requirements for any individual who desires to address the TWU Board with their public testimony at a regular meeting of the Board.

APPLICABILITY

This policy is applicable to TWU Students, Employees, Guests, and University Affiliates.

DEFINITIONS

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. "Guest" means any individual not affiliated with TWU.
3. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.
4. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide

goods or services to TWU. This includes employees of contractors or vendors and independent contractors.

- b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
- c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
- d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
- e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

REGULATION AND PROCEDURE

I. Public Testimony at Regular Meetings of the TWU Board of Regents

A member of the public is allowed to present written or oral testimony, for a reasonable amount of time, as determined by the Board Chair and Presiding Officer, on any agenda item listed on the agenda for a regular meeting of the Board that is open to the public. Testimony on topics not listed on the posted agenda is not allowed.

II. Requests for Public Testimony Requirements

A. A member of the public wishing to present written or oral testimony must make a request by delivering the following information to the Secretary to the Board in writing no later than seventy-two (72) hours before the regular meeting of the Board is posted to begin:

- 1. The name of the individual submitting the testimony;
- 2. The title and affiliation of the individual submitting the testimony;
- 3. The specific agenda item to be addressed; and
- 4. Written testimony or a written statement summarizing the substance of the oral testimony not to exceed three (3) pages.

B. Requests must be received by the Secretary to the Board no later than seventy-two (72) hours prior to the Board meeting. Incomplete or late requests will not be accepted by the Secretary to the Board.

- C. If possible, the Secretary to the Board will distribute copies of the written testimony or the written statement summarizing the substance of the oral testimony to the Board at or before the Board meeting.
- D. The Board shall not serve as a hearing or appellate body for individual complaints, grievances, or appeals of students or employees except as specifically provided or required in University policy. Individual complaints, grievances, or appeals of students or employees are to be addressed through the appropriate procedures applicable to the individual and not under this policy.

III. The Board's Consideration of Public Testimony

- A. Only individuals who have previously provided notice in accordance with this policy will be recognized by the Board Chair and Presiding Officer.
- B. The Board will consider the public testimony properly presented on an agenda item before voting on that agenda item.

IV. Public Testimony Time Limits

- A. Speakers will be allowed three (3) minutes to provide their public testimony.
- B. In circumstances where multiple speakers wish to provide public testimony on the same agenda item, the Board Chair and Presiding Officer may announce a time limit of twenty (20) minutes for public testimony for said agenda item.
- C. The Board Chair and Presiding Officer or a majority of the Board may prescribe sanctions against any speaker exceeding established time limits or speaking on a topic not relevant to the agenda item.

V. Disruption of Meeting Prohibited

- A. The disruption of a Board meeting is prohibited. An individual is considered disrupting a meeting if they obstruct or interfere with the meeting by physical action or verbal utterance.
- B. The Secretary to the Board shall clearly identify the disruptive conduct and request the individual responsible for such disruption desist. The Board Chair and Presiding Officer may order the removal of any individual who disrupts a meeting of the Board.

VI. Special Appearances as Requested by the Board Chair and Presiding Officer or Chancellor and President

The Board Chair and Presiding Officer or the Chancellor and President may invite individuals to appear before the Board at any regular Board meeting.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

None

FORMS AND TOOLS

None

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