

UNIVERSITY OF KENTUCKY <b>DRAFT</b>	IDENTIFICATION AR 1:2	PAGE 1
<b>ADMINISTRATIVE REGULATIONS</b>	DATE EFFECTIVE / /	SUPERSEDES REGULATION DATED 9/15/70

~~POLICY RELATIVE TO REQUESTS~~ PETITIONS TO ADDRESS ~~FOR APPEARANCES~~  
~~BEFORE~~ THE BOARD OF TRUSTEES  
(APPROVED BY THE BOARD OF TRUSTEES)

I. Introduction

The purpose of this regulation is to provide a standard process for members of the University community and the general public to address the Board of Trustees (Board) on matters relevant to the University. This process provides for reasonable access to the Board, while also preserving the Board's orderly business operations.

The procedures established by this regulation do not supersede *Governing Regulations* or *Administrative Regulations* that specifically permit appeal to, or appearances before, the Board or a Board Committee. The Board agenda shall be released to the general public at least three (3) full business days prior to the board Meeting. "Business Day" means Monday through Friday, excluding Saturday and Sunday and official University holidays.

II. Procedure

~~Anyone desiring to be heard by the Board of Trustees will first submit in writing the subject matter and the reason for desiring a hearing before the Board of Trustees to the President.~~

A. Anyone desiring to address the Board shall submit a written petition to the Chair of the Board (Board Chair) through the Office of the President at least two (2) full business days prior to a scheduled meeting of the full Board. The petition shall describe the subject matter and the rationale for addressing the Board, and shall be submitted electronically on the form (Petition to Address the Board of Trustees) attached as Appendix I to this regulation. (www.\_\_\_\_) In order to be considered, any petition to address the Board shall be submitted in accordance with this regulation and shall contain all required information. The Office of the President is responsible for forwarding all petitions submitted in accordance with this regulation to the Board Chair.

~~The President shall determine if the subject matter is relevant and material to the University of Kentucky.~~

~~If the President determines the matter is relevant and material to the University of Kentucky, the President shall refer the matter to a Committee appointed by the Chairperson of the Board.~~

B. The Board Chair, who may consult with the President, shall determine if the subject matter of the petition is relevant to a pending or future agenda item, or deemed essential information necessary for the Board to fulfill its statutory responsibilities. If the Chair determines that the subject is relevant or the information is essential, the Chair shall:

1. approve the petition to address the Board and ask that the petitioner be so informed; or
2. refer the petition to the appropriate committee of the Board (see GR II) and ask that the petitioner be informed of the Committee's meeting time and location.

If the Chair determines that the subject is not relevant or the information is not essential, the Chair may deny the petition and ask that the petitioner be so informed.

If the Board Chair denies the petition to address the Board, the petitioner may request a written rationale for the denial from the Board Chair. The request for a rationale must be received in the Office of the President ([www.uky.edu/board](http://www.uky.edu/board)) within seven (7) business days of the Board meeting for which the petition to address the Board was made. The Board Chair shall ensure that the written rationale is sent to the petitioner within 30 calendar days of the Board meeting.

~~Said Committee will fix a time, place, and conditions for the petitioner or petitioners to appear before the Committee.~~

- C. The Committee to which a petition is referred shall review the merits of the petition to address the Board and shall:
1. inform the petitioner that the petitioner will be invited to address the Committee;
  2. deny the request to address the Committee; or
  3. take such other actions as it deems appropriate.

Prior to acting on an agenda item or essential issue, the committee shall hear petitioners who are present and approved to address the committee.

If the Committee allows the petitioner to address the Committee, the Committee shall:

1. approve the request to address the full Board;
2. deny the request to address the full Board; or
3. take such other actions as it deems appropriate.

If the Committee denies the petition to address the Board, the Committee Chair shall provide a brief oral rationale during the Committee meeting. If the Committee Chair denies the petition to appear before the Board, the petitioner may request a written rationale from the Board Chair. The request for a rationale must be received in the Office of the President (address above) within seven (7) business days of the Board meeting for which the petition to address the Board was made. The Board Chair shall ensure that the written rationale is sent to the petitioner within 30 calendar days of the Board meeting.

D. The list of petitioners requesting to address the Board with the disposition of each petition shall be made available immediately prior to each Board meeting at the meeting location.

E. The Board Chair shall provide a report during the full Board meeting on the number of petitions to address the Board at the beginning of the meeting, as well as the disposition of said petitions.

~~Said Committee shall report its findings of fact and conclusions to the full Board.~~

F. The Chair of each committee to which a petition to address the Board is referred shall provide at the beginning of the Committee report a summary of the number and nature of the petitions received, as well as the Committee's decisions regarding said petitions.

~~The full Board will act on the Committee's report or may determine that the full Board will hear the petitioner at such time and place as the full Board may determine.~~

G. Prior to acting on an item or issue, the full Board shall hear approved petitioners who are present and prepared to address the Board when called to appear.

H. A record shall be kept indicating the petitioner's name, the subject matter, and action taken on each petition to address the Board.

### III. Limitations

#### A. At the Full Board:

1. The Board Chair, in consultation with the chair of any Committee approving a petition to appear before the Board, shall determine how many petitioners may address the Board on the same topic; typically no more than two (2) petitioners may address the Board on the same topic.
2. Each petitioner approved to address the Board shall be allocated five (5) minutes unless the Board Chair grants additional time.
3. Typically no more than eight (8) petitioners shall be heard in any single Board meeting regardless of the topic(s).

#### B. At a Committee:

1. The Committee shall determine the number of petitioners who will address the Committee on the same topic.
2. The Committee shall determine the appropriate amount of time allocated to each petitioner to address the Committee.

APPENDIX I

**Petition to Address the Board of Trustees  
University of Kentucky**

Petitions to address the Board may be made by completing and submitting this form to the Office of the President no later than two (2) business days before the start of the meeting (e.g., for a Tuesday, 1:00 p.m. meeting, petitions must be received by Friday at 1:00 p.m.). To ensure the proper recognition of speakers, no change in the original presenter may be made, except possibly as determined by the Board Chair or a Board Committee. Note: individual presentations on topics that are germane to the action items on the Board's agenda are limited to five (5) minutes. For a complete list of guidelines, see AR 1:2, *Requests to Address the Board of Trustees*, <http://www.uky.edu/Regs/files/ar/ar1-2.pdf>.

**REQUIRED INFORMATION**  
(Please type or print.)

**Contact Information (All fields must be completed)\***

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

**\*YOU MUST PROVIDE A TELEPHONE NUMBER AND EMAIL ADDRESS IN ORDER FOR YOUR REQUEST TO BE CONSIDERED.**

**University Relationship**

Relationship to the University (please check the most appropriate category):  
 Student  Faculty  Staff  Alum \_\_\_\_\_ Other (Please specify)

Name of Group (if applicable): \_\_\_\_\_

**Topic**

Topic on which you wish to speak: \_\_\_\_\_

Please indicate if you will speak  pro  con or  neutrally on this topic.

Briefly summarize your proposed address to the board: (maximum 1000 characters)

Have you contacted any University units about this topic previously?

Yes No

If yes, list the units and the action taken by each office: (maximum 300 characters)

*The University of Kentucky is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with disabilities may be requested by contacting the Office of the President within 24 hours of the meeting. Requests received after this date will be honored whenever possible.*

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