

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**REQUEST TO ADDRESS THE BOARD OF GOVERNORS**

To accommodate public comments, the Board reserves a portion of its regular meeting for individuals and groups who wish to address the Board. Persons who wish to have an item placed on the agenda may submit a written request to the Board Chair or to the College President, mailed to the address below, or by completing the **Request to Address the Board** form below. After consultation with the President, the Board Chair may either place the requested item on an upcoming agenda or reject it, notifying the person of the reason(s) for the decision. The written request must be received by the Office of the President or the Board of Governors not less than 30 days prior to the next scheduled Board meeting. The Board's meeting schedule is posted on Southern's website and may be accessed at <http://www.southernwv.edu/administration/teams/bog/agenda>. The request shall state the reasons for appearing and shall include relevant materials on the subject matter of the request. The Board Chair will recognize persons who have provided the required information. To ensure the proper recognition of speakers, any change in the original information should be provided to the Assistant to the Board of Governors as soon as possible. All persons wishing to address the Board regarding an agenda item but register prior to the meeting. Persons are not required to register more than fifteen (15) minutes prior to the time a meeting is scheduled to commence.

Individual presentations are limited to 3–5 minutes per presentation, with a total of 15 minutes for any one topic, unless extended by the Board Chair. If multiple requests are received for presentations on the same topic and viewpoint, it is recommended that a representative be chosen to present its point of view. When the Board believes that adequate public input has been obtained on any issue, testimony may be closed by a majority vote.

**Required Information**

**Print this form once you've typed in the data.**

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

Address: \_\_\_\_\_

Relationship to Southern West Virginia Community and Technical College (please check most appropriate):

Student     Faculty     Staff     Alumni     General Public

Other (specify):

Name of group (omit if not applicable):

Topic on which you wish to speak:

Do you have materials to be distributed to Board members?     Yes     No

If you have written statements or materials you would like Board members to receive, please provide 12 copies to the Office of the Assistant to the Board of Governors, at the address below, for distribution.

Signature and Date: \_\_\_\_\_

*Please print this form and return to the:*

**Office of the Executive Assistant to the President and Board of Governors Liaison  
Southern West Virginia Community and Technical College  
P. O. Box 2900, Room 436, Building C  
Mount Gay, West Virginia 25637  
Fax: (304) 792-7046**