

SMAC Meeting Guest Attendance and Public Comment Guidelines

(8/2014)

- I. SMAC seeks to execute the University's Space Policy and transact its meeting business in a transparent, respectful, and efficient fashion. To that end:
 - a. SMAC will operate as a public body and its meetings will be governed by the UNC Charlotte Open Meetings Compliance Guidelines.
 1. There shall no restrictions on who may attend scheduled meetings while in open session.
 2. The Committee's open and closed meetings will follow protocols set forth in the UNC Charlotte Open Meetings Compliance Guidelines.
 - b. Non-Committee guests and observers in attendance at scheduled meetings will not be permitted to present information, raise questions, or share comments during meeting business without the prior invitation of a Committee member and/or recognition by the Committee Chair.
- II. Non-Committee members in attendance at a scheduled meeting who seek to present information or address the Committee will be provided this opportunity as follows:
 - a. By the direct invitation of a Committee member in advance of the scheduled meeting.
 1. As a general courtesy to the Committee, any Committee member who invites a guest to speak at a scheduled meeting should notify the Committee Chair of that invitation in advance of the meeting. In such cases, the Committee Chair will make every effort to make note of the invited guest(s) on the meeting agenda.
 2. A guest invited to present information by a Committee member will be advised of the allocated time being provided for his/her presentation and will be requested to honor that time allocation.
 3. A guest invited to present information by a Committee member will make themselves available for Committee member response and/or questions.
 - b. By placement on the agenda by the Committee Chair.
 1. A guest invited to present information by the Committee Chair will be advised of the allocated time being provided for his/her presentation and will be requested to honor that time allocation.
 2. A guest invited to present information by the Committee Chair will make themselves available for Committee member response and/or questions.
 - c. By requesting to make a statement at the public comment section of each scheduled meeting.
 1. When a public comment item is placed in the agenda of a scheduled meeting time will be set aside for guests; as a general rule, this time period will not exceed 10 minutes in any single meeting agenda.
 2. Each public comment is not to exceed two minutes. Committee members will respectfully listen and provide consideration to all comments, and will offer no response or questioning during the public comment section.
 3. On behalf of the Committee, the Chair may invite an individual making a statement during the public comment section to return to a future Committee meeting for further discussion and consideration.
 4. On behalf of the Committee, the Chair may request a private follow-up meeting with an individual making a statement during the open comment section.
- III. On behalf of the Committee, the Chair is provided the opportunity to direct a question to any non-member meeting attendee if a response to said question is of significance to the meeting agenda. Similarly, the Chair may recognize a guest for comment if said comment is determined to be of significance to the meeting agenda.
- IV. The Committee Chair is charged with the management of the business of the Committee during its scheduled meetings. As such, if at any time the Chair believes that the business of the Committee is being impeded, disrupted, or otherwise compromised by the conduct of a guest or attendee, the Chair may direct that guest or attendee to leave the meeting.