Comments: All official Board meetings are open to the public except executive sessions, which are convened in compliance with State law. The Board of Trustees welcomes the attendance of citizens at regular meetings.

1. Citizens should attempt to resolve any concerns with appropriate College personnel prior to addressing the Board. This process can be achieved by completing the *Tell it to the President* form on the College public website. Concerns will then be routed to the appropriate personnel.

2. Persons having matters to be brought before the Board must submit those items in writing, including the full written testimony. The Board Clerk must receive such testimony at least 72 hours in advance of the meeting. Requests may be mailed to: Board Clerk, P.O. Box 1147, Arkansas City, KS 67005, or emailed to boardclerk@cowley.edu.

3. Persons authorized to speak shall identify themselves to the Board Clerk and state whether they represent the opinion of a group. The Board Chair may ask groups with the same special interest to appoint a spokesperson.

4. Each person may speak no longer than 3 minutes.

5. Presentations containing information or comments related to College personnel or students may be deferred for consideration in executive session.

6. The Chair reserves the right to stop the proceedings at any time and refer the speaker to follow up with the Office of the President.