Request to Address the Board of Trustees
Michigan State University

For a complete list of guidelines, see Guidelines for Board Policy 01-01-02; Board of Trustees – Addressing: http://trustees.msu.edu/meetings/public-participation.html. Preregister by completing and submitting this form to the Office of the Secretary of the Board of Trustees no later than 48 hours before the start of the meeting. To ensure the proper recognition of speakers, any change in the original information should be provided to the Office of the Secretary of the Board of Trustees as soon as possible.

Note individual presentations on topics that are germane to the action items on the Board’s agenda are limited to three (3) minutes and the total time for presentations on any such item or topic is limited to fifteen (15) minutes. Individual presentations on topics that are not germane to the action items on the Board’s agenda are limited to three (3) minutes and the total time for presentations on any such topic is limited to twelve (12) minutes.

Required Information (Please type or print)

Contact Information
Name: ____________________________ Phonetnic Pronunciation: ____________________________

Telephone Number: ____________________________

E-Mail: ____________________________ Address: ____________________________

University Relationship
Relationship to the University (please check the most appropriate category):

___Student ___Faculty ___Staff ___Alum ______________________Other (Please specify) ____________________________

Name of Group (omit if not applicable): ____________________________

Topic
Topic on which you wish to speak:

Please indicate if you will speak ___pro ___con or ___neutrally on this topic.

List the University units with which you have discussed this topic previously and the action taken by each office.

Handouts
Do you have materials to be distributed to Board members: ___Yes ___No

If you have written statements or position papers you would like Board members to receive, by 5:00 p.m. on the day preceding the meeting, provide 14 copies to the Office of the Secretary of the Board of Trustees, 450 Administration Building for distribution.

Michigan State University 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 Secretary of the Board of Trustees by 12:00 noon one week prior to the Board meeting, or the Michigan Relay Service at (800) 649-3777. Requests received after this date will be honored whenever possible.

Office of the Secretary of the Board of Trustees
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East Lansing, MI 48824
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