

# Advancement | UCF Foundation, Inc.

## Open Meeting Policy

Policy# 6.02

Effective Date: 09/22/2022

Responsible Department: Legal Department

### **1. PURPOSE**

To ensure compliance by the University of Central Florida Foundation, Inc. (UCFF) with Florida laws that govern openness of meetings, commonly referred to as the Sunshine Law.

### **2. APPLICABILITY**

This policy will apply to all UCFF and board and committee meetings that are required by law to be open to the public.

### **3. POLICY**

UCFF and the UCF Alumni will provide reasonable public notice of the time and location of public meetings, the UCFF CEO or designee will provide notice for the UCFF Board of Directors; and the Associate Vice President for Advancement, Alumni Engagement and Annual Giving, or designee, for the UCF Alumni Board. At least 72 hours' written notice of a public meeting will be given where circumstances permit. A meeting agenda may be provided with the notice; if no agenda is available, the notice should include the general subject matter to be considered at the meeting.

The respective Board Chair may allow time for general public comment at all meetings and shall allow for public comment at a meeting where requested on a subject pending before the Board. Individuals, groups, or factions who wish to appear before the Board to comment on a subject pending before the Board must complete a public comment form specifying the matter upon which they desire to be heard. Public comment forms are available on the Board's website and must be submitted to the UCFF Office of Board Relations at least twenty-four hours prior to commencement of the meeting at which comment is sought to be made. This also applies to meetings held virtually or by teleconference. Organizations, groups, or factions wishing to address the Board shall designate a single representative to speak on its behalf to ensure an orderly presentation to the Board. The Board will reserve no more than fifteen minutes for public comments. Each speaker shall be allotted three minutes to present information unless modified by the Board chair. The Board Chair has the right to enforce the time constraints.

At each meeting, a specified designee will take meeting minutes. The meeting minutes will include the name of the organization, date and time of the meeting, who called the meeting to order, the names of those board members who attended the meeting, who was absent, and if a quorum was present. In addition, the designee will document when a board member arrives at or leaves a meeting, if it occurs after the initial roll call.

The minutes will include a brief description of any discussion that occurred during the meeting and all motions made during the meeting. Minutes will also include the exact wording of any motions,

as well as the names of any person who made or seconded the motion, the outcome of the motion (including names).

Minutes will be drafted promptly following the meeting, and will be reviewed and approved at the next business meeting of the Board.

All required public notices, agenda, and meeting minutes, will be maintained by the UCFE CEO and the Associate Vice President for Advancement, Alumni Engagement and Annual Giving, respectively, or their designees.

#### **4. CLARIFICATION**

Requests for clarification of this policy should be sent to the Legal Department.

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Name: Rachel Schaefer

Title: Associate Vice President for Advancement Strategy and Chief Operating Officer

Revision history:

Adoption Date: 04/14/2009

Revised: 04/05/2016

11/21/2017

09/22/2022

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