



A South Carolina Public Charter High School  
Airport Campus of Midlands Technical College

Procedures for Public Testimony  
MMC Board of Directors  
Revised and approved, January 23, 2014

The Board of Directors of Midlands Middle College (MMC) welcomes the public to the business meetings of the board and dedicates 15 minutes of time at these meetings to hear from the public on agenda items and others issues of concern.

It is important for all community members to feel welcome and safe in the board's business meetings. Audience members will be expected to treat all attendees with respect and civility. Persons speaking should not expect a response from the board at the time of their presentation.

### **General Rules**

Each speaker will have up to three minutes to speak at a regular board meeting. Speakers addressing agenda items will have preference if the list is full. For special board meetings, public testimony will only be taken on the scheduled agenda item(s).

The time limits must be observed so that up to five people will be able to speak during the 15 minutes allotted for public testimony. In order to provide opportunities to address the board, speakers are allowed only one 3-minute time per meeting. If you are not one of the first five to sign in, you may ask to be added to the wait list.

If you want to give your time to someone else, you must attend the board meeting and announce this to the board in person when it is your turn to speak. Your designee should speak on the same topic that you noted at sign in.

If you have handouts to give to the board, please make 10 copies available to the board twenty-four hours ahead of the scheduled meeting. No one should approach the podium with handouts.

The Board does not take public comments on issues related to personnel or individually named staff at board meetings: speakers will be ruled out of order by the Board chair. The chair will



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also rule a speaker out of order for the use of name-calling, profanity, racial slurs and threats. Persons who attempt to disrupt the meeting will be asked to leave.

### **Ground Rules**

One person is to speak at a time.  
Comments should be addressed to the Board.  
Please adhere to the time limit on public testimony.  
Please focus comments on issues and solutions.  
Any use of racial slurs, personal insults, ridicule, or threats will not be allowed.  
All documents brought to meetings are subject to these ground rules.

### **How to Sign Up for Public Testimony**

The board agenda is posted on the front door of the meeting place, the front door of the MMC office, and on the MMC website by 7:30 a.m. on the business day prior to the scheduled board meeting.  
Persons who wish to speak should sign in prior to the start of the meeting, giving name, contact information, and topic.  
Any documents to be used during public testimony should be sent to Midlands Middle College at least twenty-four hours in advance of the meeting.  
All comments should be limited to three minutes.

### **Ways to Contact the Board**

Midlands Middle College  
Board of Directors  
PO Box 2408  
Columbia, SC 29202

[www.midlandsmiddlecollege.com](http://www.midlandsmiddlecollege.com)

(803) 822-7043