

**USF FINANCING CORPORATION / USF PROPERTY CORPORATION**  
**PROCEDURE FOR APPEARANCES BEFORE THE BOARD OF DIRECTORS**

Individuals or representatives of groups, who desire to appear before the Board to comment on an agenda item prior to the Board taking action on the agenda item, must submit written requests to comment to the Office of the USF Financing Corporation / USF Property Corporation, 4202 E. Fowler Avenue, CGS401, Tampa, FL 33620 or via e-mail to: [dmrodriguez@usf.edu](mailto:dmrodriguez@usf.edu).

The request to comment should specify: (1) the agenda item upon which the requester wishes to comment; and (2) whether the comment will be offered in support, opposition or neutrality to the agenda item. Such a request, along with any supporting documentation, must be submitted at least three (3) business days (i.e. Monday-Friday excluding legal holidays) prior to the start of the Board meeting in which the agenda item will be considered.

Comments shall be heard at Board meetings; however, the Executive Director, in consultation with the Board Chair, will determine whether the item will be heard and when it will be heard. As permitted by Section 286.0114 Florida Statutes the Board Chair may decline to hear any matter as well as any matter determined by the Executive Director and Chair not to relate to a particular agenda item or that is outside the Board's jurisdiction, or because it is not practicable for a particular meeting.

There will be a three minute time limit on any presentation. The total time allotted for all comments shall not exceed a reasonable period of time of fifteen minutes, unless approved by the Chair.

In order to proceed with the essential business of the Board in an orderly manner, any individual or group representative who attempts to disrupt a Board meeting will be subject to appropriate action pursuant to law.