



Public Comment Policy

Policy Statement

While the South Carolina Freedom of Information Act (FOIA) does not provide a right for the public to speak at a public meeting, the Commission on Higher Education (CHE) values input from the public and stakeholders.

The following outlines the protocol the public shall follow if they wish to provide comment at a CHE public meeting.

Before the Meeting

- Individuals wishing to provide public comment at a public meeting shall fill out the “Public Comment Card” on the agency’s website, available at che.sc.gov/contact, at least one (1) hour prior to the scheduled meeting.*
 - Individuals shall fill out all relevant information in the fields, including their name, email, subject, and message.
 - In the “subject” box, individuals shall state: “**Public Comment**”
 - In the “message” box, individuals shall state to what topic they wish to speak. **Public comment must be related to an action item on the agenda or to a statutory power or responsibility of the Commission.**
- Individuals attending the public meeting should sign in as a visitor with reception and sit in the designated visitors’ area.

During the Meeting

- Public comment may be given in person or virtually.
- Public comment shall only be received at the onset of the relevant agenda item, prior to discussion from the Commissioners or, if addressing a general power or responsibility of the Commission, during “Other Business.”
- Public comment is limited to no more than five minutes per individual.
- Public comment may be verbal or provided in written format for the Chair or his/her designee to read aloud during the meeting.
- Public comment shall be grounded in fact and respectfully delivered without profanity or the use of epithets.
- Public comment shall refrain from disparaging, vilifying or insulting any individual or institution.
- The Chair reserves the right to disallow, limit, or suspend public comment if it violates any of this policy’s protocol.

* The Chair may waive the one (1) hour requirement if an individual fills out a paper public comment form, available from reception, prior to the beginning of the meeting.

After the Meeting

- Minutes of the meeting shall include a record of individuals and the issues they present during the public comment period.

Approved on May 02, 2024.