

Guide for Presenters at Board of Regents Meetings

Board of Regents meetings are formal public meetings conducted in accordance with *Robert's Rules of Order*. All remarks should be directed through the Chairman of the Board. When presenting to the Board, please follow these conventions:

Opening Remarks

When first addressing the Board, begin by acknowledging the Chairman, the Board, and the Chancellor. For example, "Chairman (Last Name), Honorable Regents, Chancellor (Last Name)." This acknowledgment is only necessary at the beginning of your remarks. [Here's an example of beginning a presentation.](#)

Multiple Presenters

If a presentation includes multiple speakers, the first presenter should indicate the transition. For example, "Chairman (Last Name), my colleague, (Title, Last Name), will present the next section." Each subsequent presenter should begin by addressing the Chairman, Board, and Chancellor.

Responding to Questions

When responding to a question, acknowledge the Regent who asked it. For example, "Thank you, Regent (Last Name), [Response]." All responses should be kept clear and concise.

Professional Address

When referring to individuals, use their title and last name. For example, Regent Last Name, President Last Name, Chancellor Last Name.

Presentation Conduct

- Keep remarks concise and focus on the agenda item.
- Avoid cross-talk or side conversations; all dialogue should occur through the Chairman.
- If you do not know the answer to a question, it is appropriate to offer a follow up.
- Coordinate in advance with your institution or System Office on who will respond to specific topics, as appropriate.

Attire

Business attire is recommended.