

University of Louisiana System

**Title: AFFIRMATION OF
TESTIMONY BEFORE
THE BOARD OF
SUPERVISORS**

Effective Date: TBD

Policy and Procedures Memorandum

I. PURPOSE

The purpose of this Policy and Procedures Memorandum (PPM) is to establish a formal process requiring individuals who provide written or oral testimony before the Board of Supervisors for the University of Louisiana System (the “Board”) to affirm the truthfulness and accuracy of such testimony. This policy is intended to ensure the integrity of information presented to the Board in all proceedings, deliberations, and investigative matters.

II. APPLICABILITY

This policy applies to all individuals who are invited, required, or otherwise permitted to provide testimony—whether oral, written, or both—before the Board of Supervisors or any of its committees.

III. POLICY

- A. Any individual providing testimony before the Board must affirm that the information they provide is true and correct to the best of their knowledge.
- B. By affixing their signature to the affirmation form set forth in Section IV of this policy, the individual acknowledges that their testimony is being provided under oath and subject to penalties for perjury or other applicable legal consequences in the event of an intentional false statement that is material to the matter or issue before the Board.
- C. Individuals who knowingly provide materially false testimony may be subject to legal and administrative consequences, including but not limited to referral to law enforcement or other appropriate oversight authorities.

IV. PUBLIC COMMENT AND AFFIRMATION FORM

The following Public Comment Request Card shall be used for all individuals providing oral or written testimony before the Board:

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| <div style="text-align: center;"> Public Comment Request Card <i>(Public comment can only be made on item(s) included on the agenda.)</i></div> <div>Date: _____</div> <div>Name/Title: _____</div> <div>Representing: _____</div> <div>Board Agenda Item: _____</div> <div>Circle one: Support / Oppose / Information Only</div> <div>Additional Comments: _____ _____ _____ _____</div> <div><i>I hereby affirm that the written or oral testimony I give before this Board will be true and correct. By ascribing my signature below, I acknowledge that I will be giving sworn testimony, under oath, and that any intentional false statement, material to the matter or issue before this Board is a violation of that oath.</i></div> <div>_____ <i>Signature of Witness</i></div> |
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V. IMPLEMENTATION

This policy shall be implemented by the System President and the Board's Executive Staff, who shall ensure that the affirmation form is distributed, signed, and included in the official record for any proceeding in which testimony is received.

VI. EXCEPTIONS

Exceptions to this policy may only be granted by the Board Chair or System President, and must be documented in writing and retained as part of the official record of the proceeding.

VII. REVIEW AND REVISION

This policy shall be reviewed at least once every five years or more frequently as determined by the System President or the Board Chair.