

NEW!

COMMITTEE/BOARD/COMMISSION SPEAKER REQUEST GUIDELINES

SIGN UP

Citizens who would like to speak before the committee/board/commission must register with the staff liaison prior to the meeting start time. Forms are available at the meeting location 30 minutes prior to the meeting start time. All requested information on the form must be provided. Incomplete forms will not be accepted. Registration by proxy is not allowed. The request to speak is void if the citizen is not present at the time their name is called.

DURING COMMENTS

- The staff liaison will call your name.
- State your name and address for the record.
- Citizens may speak on up to three (3) specific agenda items, or a maximum of once during General Comments, if any, and up to two (2) additional specific agenda items.
- Speakers are limited to three (3) minutes, except that a speaker who addresses the committee/board/commission through a translator is limited to six (6) minutes.

HELPFUL TIPS

- The staff liaison will use a timer, and the time begins as soon as you begin speaking.
- A timer will go off indicating the conclusion of your comments.
- If you have written notes you wish to present to the committee/board/commission, please furnish an extra copy to the staff liaison for official recordkeeping.

RULES OF CONDUCT

- Speakers must address their comments to the presiding committee/board/commission rather than to individual members or staff.
- Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room and barred from reentering the meeting.
- Do not direct your comments to the audience.



SIGN UP TO SPEAK DURING A COMMITTEE, BOARD OR COMMISSION MEETING

In Person Only

Forms will be accepted by the staff liaison prior to the meeting start time. No requests for citizen comments will be accepted after the posted time to begin the meeting.

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There is a three (3) minute time limit for each citizen to speak (six (6) minutes if using a translator).

QUESTIONS?  
CALL 832-595-3340