

Date: _____ Agenda Item Number: _____

Subject: _____

REQUEST TO SPEAK IN FAVOR

of the RECOMMENDATION(S)

PLEASE PRINT NAME LEGIBLY

Information provided is part of the Public Record

Name

First

Last

Address

Number

Street

City

State

Zip

Telephone

Organization, if any:

Check one box below:

I would like to speak as an individual.

I do not need to speak if item is approved on consent.

I would like to register my position, but I do not wish to speak.

I request to speak as part of an organized presentation.

Organized presentations consist of three or more individuals, each of whom must provide substantive testimony. Organized presentations are at the discretion of the Chair. Please attach speaker slips for all speakers.

PLEASE SEE REVERSE FOR SPEAKER'S GUIDE

GUIDE FOR SPEAKERS

1. Any persons wishing to make a presentation to the Board on an agenda item, must file this form prior to the opening time of the meeting, or to the time that the item is called for discussion. In the case of a "time certain" item, Speaker Slips will be accepted up to **5 minutes** prior to the time set. Please note that "Request to Speak" forms will not be accepted once the item is called.
2. Time allotted to each speaker is determined by the Chair, and in general is limited to three (3) minutes. Speakers may not yield their time to another person. At the discretion of the Chair, an organized group of three or more persons may be allotted up to 15 minutes.
3. Each speaker shall: (1) move quickly to the podium; (2) adjust the microphone to the height of the speaker's mouth; (3) talk directly into the microphone to assure being heard; and (4) state name for the taped record of the meeting.
4. Testimony should be brief, to the point, and should not repeat testimony given by another speaker.
5. Materials submitted at the meeting become part of the Board's official record. It is suggested that 10 copies be submitted, that the presenter's name and agenda number be clearly marked on the materials, and that the materials be provided to the Clerk before discussion begins on the item.
6. On the speaker's podium is a timer. When testimony begins, a green light will come on. When the amber light comes on, one minute remains. When speaking time expires, a red light will come on and a buzzer will sound. The speaker should conclude testimony at that time.

*The Board of Supervisors appreciates your comments and thanks you
for participating in the democratic process.*