

**REQUEST TO SPEAK BEFORE THE SHASTA COUNTY BOARD OF SUPERVISORS
(OR OTHER BOARD)**

The signing, registering, or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes this document.

Except for those matters subject to a noticed public hearing, failure to submit a Speaker Request Form may result in the Chair not being aware of and acknowledging that you wish to make a public comment.

Request to speak before: Board of Supervisors **Meeting Date:** _____
 Other: _____

1. Name (Please print. Providing your name is voluntary): _____

2. Subject Matter of Your Comments: _____

3. Has any County department or agency been involved in the subject matter of your comments? If so, explain: _____

4. Is your concern related to an agendized item? Yes (if so, which item? _____) No

5. If your concern relates to an agendized item, would you like to speak during:

Public Comment-Open Time; or

When the consent calendar or regular agenda item is called

8 COPIES OF ANY WRITTEN MATERIAL MUST BE PROVIDED TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING.

OFFICE USE ONLY

Name

Agenda Item

Order Received

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An opportunity is provided at each regular meeting for persons to present comments to the Board:

- For matters not on the agenda: During the Public Comment/Open Time Period.
- For agendized items on the Consent Calendar: During the Public Comment/Open Time Period and when the Consent Calendar is being considered by the Board.
- For agendized items on the Regular Calendar or Scheduled Hearings: During the Public Comment/Open Time Period and when the item is being considered by the Board.

NOTE: Pursuant to State Law and Board policy, no Board discussion shall be held and no action shall be taken on non-agendized matters, but the Board may briefly respond to statements or questions, and, if deemed necessary by the Board, refer the subject matter to the appropriate department for follow-up or schedule the matter for a subsequent Board agenda.

Persons wishing to present comments are requested to comply with the following rules:

- Complete this form and return it to the Clerk of the Board staff, at the front dais in the Board of Supervisors Chambers, **at least 10 minutes prior to the beginning of the Board meeting** on the day of the meeting.
- **The comment may not exceed three (3) minutes** (without prior approval from the Chair).
- The comment should be directed to matters within the subject matter jurisdiction of the Board.

The Board wishes to ensure that business is conducted in an orderly fashion and that all have an equal opportunity to observe and participate in the proceedings. Each person who addresses the Board of Supervisors shall not use loud, threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting. Any such language or any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting is prohibited.

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