

**SPEAKER REQUEST FORM
SHASTA COUNTY BOARD OF SUPERVISORS
(OR OTHER BOARD)**

All persons may attend the meeting regardless of whether a person signs, registers, or completes this document.
Each speaker is allocated three minutes to speak.

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

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

2. Is your concern related to an agendized item?

Yes – (if so, which item? _____) This form must be submitted to the Clerk of the Board **before public comment on the item begins.**

No -If your concern is regarding an item not on the agenda but within the subject matter jurisdiction of the Board, you will be called to speak during Public Comment – Open Time. This form must be submitted to the Clerk of the Board **before the meeting begins.**

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

<u>OFFICE USE ONLY</u>		
Name	Agenda Item	Order Received

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. Those wishing to participate in Public Comment – Open Time must submit a speaker request card to the Clerk of the Board before the meeting begins. All speaker request cards submitted after the meeting begins, will be heard by the Board once all items on the agenda have been considered. Any public comment not heard prior to the 12:00 p.m. recess, will be heard after the Board reconvenes from Closed Session and all agenda items have been considered.
- For agendized items on the Consent Calendar: When the Consent Calendar is being considered by the Board. Those wishing to participate in public comment for the Consent Calendar items must submit a speaker request card to the Clerk of the Board before public comment for the Consent Calendar begins. All speaker request cards submitted after public comment for the Consent Calendar begins, will not be heard by the Board.
- For agendized items on the Regular Calendar or Scheduled Hearings: When the item is being considered by the Board. Those wishing to participate in public comment for Regular Calendar items, except for those matters subject to a noticed hearing, must submit a speaker request card to the Clerk of the Board before public comment on the item begins. All speaker request cards submitted after public comment for each Regular Calendar item begins, will not be heard 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.

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.