



TO ADDRESS THE \_\_\_\_\_ BOARD  
**For Items Not Previously Posted on the Board Agenda**

Submit to: Board Liaison

Email: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

SUBJECT TO BE ADDRESSED: \_\_\_\_\_

MEETING DATE YOU WISH TO SPEAK: \_\_\_\_\_

This request is due to the Board Liaison's Office by **one week prior to the next Board Meeting**. You will be given three minutes to the address the Board Members. No action can be taken. If you wish to speak for six minutes, it is permissible to use another requestor's granted time to speak. No more than six minutes for a speaker may be granted. The person whose minutes you are borrowing must also be present and must have also timely submitted this form.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I understand that I must limit my comments to the subject listed. I will also refrain from the use of any obscene, vulgar or profane language. I understand that if I do not follow this procedure, my speaking time may be terminated. I understand that the Board meeting is recorded and my comments will become part of the official record.

-----  
(TO BE COMPLETED BY THE BOARD LIAISON)

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_