



Discussion and Addressing the Board

- A. Citizen's Interim-Remarks regarding items of general concern.
 - 1. The Board Chair will call on each speaker, permitting up to three (3) minutes for the speaker's remarks.
 - 2. The total number of speakers addressing a particular subject will be limited to nine (9).
 - 3. The Board Chair, with the consent of the members of the Board, may waive the limitations provided in Items A1 and A2.
- B. Action or Other Agenda Items- Comments regarding specific items on the agenda.
 - 1. The Board Chair may, at his/ her discretion, recognize a member of the audience to question or speak on a specific item on the agenda.
 - 2. The provisions set forth in paragraphs A1-A3 shall apply.
- C. Civility- Conduct during the meeting
Presenting concerns to the Board and the free expression of ideas should be communicated with decorum and respect. Uncivil or disorderly conduct is not permitted. The use of derisive or insulting language, or the direction of remarks that defame, attack, or harass an individual may serve as cause for the Board Chair to direct that the speaker immediately conclude his/her remarks.

Protocol for Addressing the Board

- A. When addressing the Board each speaker shall open by first acknowledging the Board in the following manner:
Chairman [last name of Board Chair], Members of the Board, President [last name of President], Members of the Board and guests, my name is ...
 - Identify him/herself.
 - State his/her relevant title.
 - Identify the group or organization (if any) that is being represented.
 - Present remarks within three (3) minutes or as established by the Board Chair.
- B. When responding to questions that are presented by Board Members, each speaker shall respond in the following manner:
Chair [last name of Board Chair], Board Member [last name of Board Member who asked the question] ...
 - Respond to the Question.
 - This sequence is followed with each Question presented.

Date: _____

Speaker Name: _____
(Please Print)

Representing _____

Topic/ Agenda item on which speaker intends to provide comment (with Agenda Item indicated if issue is on the Board's Agenda)

Contact Information for Follow-Up (or attach business card)

Phone: _____

Email: _____

Address: _____

Please submit form to the Governing Board Assistant prior to the meeting's call to order.

Members of the board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.