Speaking at Board and Commission Guidelines and Form

Opportunities to Speak

Members of the public can speak during Public Hearings and the Community Forum.

Public Hearings:
An opportunity to address the Board or Commission on **a particular agenda topic** under the Public Hearing section of the agenda. A public hearing is opened and ultimately closed after staff presentations and/or comments from the public.

Community Forum:
An opportunity to address the Board or Commission on subjects that are **not a part of the meeting agenda.**

Steps:

1. Fill out the Speakers Form and turn into the Staff Liaison before speaking (those virtually will send it through the chat to the moderator).

2. Wait for the item on which you wish to speak and for the Chair to ask for comments from the public. The Staff Liason will call on you when it is your turn to speak.

3. After you are called upon, if in-person please state your name and connection to Columbia Heights (address not required). If you are attending virtually, the moderator will ask you to unmute and turn on your camera.

4. State your comments (limit of five (5) minutes).

5. If you wish to speak again, please wait until all others have had their opportunity. When the Chair asks if there are any more speakers, state your interest if in-person or if virtual send a chat message to the Staff Liaison, and you may speak again at the discretion of the Board or Commission.

Request to Address Board or Commission

Please fill in all spaces blow and give completed form to the Staff Liaison – Thank you!

Name:

_____

_____

Address:

_____

_____

Connection to Columbia Heights (Ex. Resident, Business Owner, Grew Up in Columbia Heights, etc.)

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