

Procedures for SEPO residents wishing to be heard on matters at SEPO Board of Directors meetings

The following are the adopted procedures for SEPO residents wishing to be heard on matters relating to SEPO Board of Directors meetings:

1. Persons wishing to address the SEPO Board of Directors meeting must complete a speaker request form and submit it to the Secretary prior to the Agenda item being taken up. This form shall be used for Agenda Items and / or for the **“Comments from the Public”** agenda item.
2. Each speaker will be allowed three minutes to state his or her comments, questions or concerns on actions being considered by the SEPO Board for adoption. The public comments shall be restricted to the subject matter addressed in the item up for consideration. No additional time will be granted.
3. There will be no debate with the SEPO Board. Vulgarity will not be allowed. The speaker shall not make any derogatory comments about any person(s) but will simply state factually what the speakers concerns are.
4. Any material an individual wants to distribute to the SEPO Board shall be given to the Board’s Secretary
5. All comments received will become part of the official record of the SEPO Board minutes of the meeting.

Tear Here (Please complete below and give to the Secretary of the Board) *Tear Here*

REQUEST TO ADDRESS THE SEPO BOARD

(Please submit a separate form for each agenda item)

NAME: (Please Print) _____

ADDRESS: _____

EMAIL ADDRESS: _____

AGENDA ITEM #: _____

SUBJECT: _____

I wish to address the Board in support / opposition (CIRCLE ONE)