

PUBLIC PARTICIPATION:



Any person planning to address the Board on an item listed on the agenda shall complete the appropriate speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. No presentation shall exceed 3 minutes. A speaker may not accrue time from another speaker.

If a person wants to address the Board on an item that is not on the agenda, then he/she shall complete the same speaker participation form, available at the Recording Secretary Table, and submit it to the Recording Secretary prior to the beginning of the meeting. A speaker on a non-agenda item is limited to 3 minutes. A speaker may not accrue time from another speaker. Time for each presentation on a non-agenda item may be reduced by the presiding officer if a large number of persons sign up to speak on any item. The total time allowed for speakers on non-agenda items shall be 20 minutes. Speakers on non-agenda items will be taken in the order that the forms were received.

Public Comment Procedures:

A speaker who signs up to address the Board, either on a non-agenda item or on an item listed on the agenda, shall:

1. Be acknowledged by the presiding officer before publicly speaking;
2. State his or her first and last name and the intended topic;
3. Address the Board only on matters relating to KC and be limited to the topic as indicated on the speaker participation form;
4. Be limited to speaking for no more than 3 minutes (or less if it is a non-agenda item and the presiding officer determines in his/her discretion that a time limit is necessary);
5. Not accrue time from another speaker;
6. Not use profane or vulgar language during his or her presentation;
7. Remain in the area designated for speaking during his or her presentation;
8. Any handouts from speakers or other citizens must include the name of the person or organization providing the handout and must be handed out during the speaking time.
9. Be allowed to address the Board before its consideration if it is an agenda item.

The presiding officer shall have the authority to suspend the speaker’s time if he or she does not comply with the listed procedures.

**SPEAKER PARTICIPATION FORM
KC BOARD OF TRUSTEES**

***NAME OF SPEAKER:** _____

ADDRESS: _____

TELEPHONE: _____

ORGANIZATION/AGENCY REPRESENTING: _____

***SUBJECT:** _____

***AGENDA ITEM: YES _____ NO _____ *IF YES, AGENDA ITEM NUMBER:** _____

***DATE:** _____

****Required Items***