

Surry County Speaker Sign-In Sheet

Date _____

The sole purpose of this sheet is to ensure that the speaker's name is properly recorded in the meeting minutes and to provide contact information for later staff follow-up, if appropriate. This document is a public record subject to disclosure under the Freedom of Information Act [FOIA]. Speakers are not required to fill out this card.

NAME: _____

DISTRICT: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Public Participation is encouraged at all Board of Supervisors meetings. If you wish to address the Board you will have an opportunity to speak under Citizen Comments. There is also an additional public comment period allowed during matters of Public Hearing for those wishing to speak on the subject of that public hearing only, whether in support or opposition.

Policies & Tips on Speaking to the Board

The following are provided to inform you of County policies:

- During the citizen comment portion of the meeting, members of the public may address the Board regarding any matter which is within the subject matter jurisdiction of the Board.
- Citizen comments, outside of those taking place at a designated public hearing before the Board, are not an applicable forum for question and answer sessions with the Board. Any matter that needs responding to will typically be done outside the confines of a regular meeting.
- Under State law, the legislative body may not take action on matters not described or listed on the agenda. However, subjects maybe referred to staff or placed on the agenda of a subsequent meeting.
- The members of the Board and audience must preserve order and decorum, and must not delay or interrupt the proceedings, disturb the peace of the meeting, interrupt another speaker or refuse to obey the orders of the Board or presiding officer.
- During Board meetings, there is a **three (3) minute** time limit for each speaker.

To make the best use of your time and ensure your statement is clearly heard and understood, we suggest:

- Please begin by stating your name and district clearly to ensure it is properly recorded in the meeting minutes.
- State your message respectfully, clearly, and concisely.
- At the conclusion of your remarks, summarize your request or concern.