

Date \_\_\_\_\_ Agenda Item # \_\_\_\_\_

Subject \_\_\_\_\_

## REQUEST TO ADDRESS THE BOARD ON AN ITEM ON TONIGHT'S AGENDA

**PLEASE PRINT NAME LEGIBLY**

Name \_\_\_\_\_  
First Last

Address \_\_\_\_\_  
Number Street City

\_\_\_\_\_ Zip Telephone

Organization, if any \_\_\_\_\_

Check below, if applicable:

- I would like to speak as an individual
- I do not need to speak if the item is approved on consent (\*)
- I would like to register my position, but I do not wish to speak

\_\_\_\_\_

\_\_\_\_\_

*Please see "Guide for Speakers" on reverse*

**BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT  
225 9<sup>TH</sup> STREET  
DEL MAR, CALIFORNIA 92014**

## GUIDE FOR SPEAKERS

1. Any person(s) wishing to make a presentation to the Board on an agenda item must file this form prior to the opening time of the meeting, or at the time during the meeting when the Board President calls for additional speaker slips. In the case of a "time certain" item, speaker slips will be accepted **up to 5 minutes** prior to the time set. *Please note that "Request to Speak" forms will not be accepted once the item is called.*
2. Time allotted to each speaker is limited to a maximum of three (3) minutes. Speakers may not yield their time to another person. The total amount of time to be allowed on any item is twenty (20) minutes, unless the time limit is waived by a majority vote of the Board.
3. Each speaker shall (1) move quickly to the speaker's podium; (2) adjust the microphone to the height of the speaker's mouth; (3) talk directly into the microphone to assure being heard; and (4) state your name and address for the record.
4. Testimony should be brief, to the point, and should not repeat testimony given by another speaker.
5. Materials submitted at the meeting become part of the Board's official record. It is suggested that 10 copies be submitted, that the presenter's name and agenda number be clearly marked on the materials, and that the materials be provided to the Superintendent's Exec. Asst. before discussion begins on the item.
6. When your speaking time expires, please conclude your testimony at that time.

*The Board of Trustees appreciates your comments and thanks you for participating in the democratic process.*