# REQUEST TO ADDRESS THE BOARD

## ITEM **NOT** ON THE AGENDA

**PLEASE PRINT NAME LEGIBLY**

Date _____ Agenda Item # _____

Title_____

Name _____
First Last

Address _____
Number Street City

_____
Zip Telephone

School of Residence_____

*Please note all regular monthly meetings are being recorded.*

***Please see "Guide for Speakers" on reverse***

**BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT**
**225 9TH 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.*