

# **Request Procedure for SEPO residents wishing to be heard at “Residents” meetings concerning SEPO Board Meetings Agenda Items**

*The following are the adopted procedures for SEPO residents wishing to be heard at a “Residents” meeting concerning matters relating to “SEPO Board of Directors” meetings. This will allow the SEPO Board insight into what SEPO residents are concerned/thinking about.*

1. Persons wishing to speak at a “Residents” meeting must complete a “Speaker Request Form” (attached at the bottom of this document) and submit it to the Board Secretary, either in person or via e-mail, **prior to the beginning** of the “Residents” meeting. This form shall be used to address Agenda Items from either a prior or upcoming SEPO Board meeting.
  
2. Each speaker will be allowed up to three minutes to state his or her comments, questions or concerns on either (1) items listed in the upcoming SEPO Board meeting agenda or (2) actions taken in a previous SEPO Board meeting. The speaker’s comments shall be restricted to the subject matter they requested to speak about on his/her request form. No additional time will be granted.
  
3. While he/she is speaking:
  - a. There will be no debate with the SEPO Board.
  - b. Vulgarity will not be allowed.
  - c. The speaker shall not make any derogatory comments about any person(s).
  - d. The speaker will simply state factually what his/her comments/concerns are.
  
4. If the person requesting to speak has any materials he/she wants to distribute to the SEPO Board prior to the Residents meeting, it should be given to the Board Secretary along with the Request Form.
  
5. All comments received during a Residents meeting will become part of the official record of the next SEPO Board meeting minutes.

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\*Cut/Tear Here\* (Please complete the form below and give to the SEPO Board Secretary) \*Cut/Tear Here\*

## **REQUEST TO ADDRESS THE SEPO BOARD AT A RESIDENTS MEETING (Please submit a separate form for each agenda item)**

**NAME: (Please Print)** \_\_\_\_\_

**SUNSHINE ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**SUBJECT** (include from which SEPO Board Mtg Date & which Agenda Item, if known):  
\_\_\_\_\_  
\_\_\_\_\_

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