

**NCKSEC Interlocal #636
Request to Appear Before the Board**

This form must be completed and returned to the clerk or director prior to the meeting at which you wish to speak. Your request will be reviewed and one of the three recommendations will be made:

1. Appearance before the board at the meeting.
2. Appearance before the board in executive session.
3. Referral of your request to the appropriate administrator.

Permission to appear before the board at a regular meeting is subject to the following rules:

1. Presentations shall not exceed **15** minutes.
2. Subject matter, other than policy issues, will be referred to the administration.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be relevant to the issue and promote the civility and dignity of the board meeting.

Meeting Date you request to Appear: _____

Name: _____

Address: _____

Phone: _____

Individual or organization (if any) you represent: _____

Organization's address: _____

Signature: _____

Coop's official's signature: _____

Date received: _____

Time received: _____