

# JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS

## Speaker's Form

Once completed, place in Speaker's Form basket at dais prior to the start of the meeting.

**Public Comment:** This is an opportunity to speak to any matter that is not related to a Public Hearing and is germane to the work of the public body. Priority will be given to those who have submitted a completed form and indicated they are speaking to an agenda item or topic that is not subject to a public hearing (i.e.: Consent Calendar or Board Consideration).

**Public Hearing:** This is an opportunity to express an opinion on, for or against, a specific issue on the agenda under the heading of Public Hearing(s).

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I wish to speak during (please check one):       **Public Comment**       **Public Hearing**  
Time form submitted: \_\_\_\_\_ (i.e. 5:00 p.m.)

*Comments must be made from the podium. A speaker's time begins when he/she approaches the podium.  
(Please Print)*

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Agenda Item: \_\_\_\_\_

Subject: \_\_\_\_\_

Time Limits	
Public Comment	5 minutes – all speakers
Public Hearings	5 minutes - individuals 15 minutes - group spokesperson** 15 minutes - applicant/applicant's representative

\*\* A group with a designated spokesperson who wishes to address the Board must notify the Secretary to the Board by 2 p.m. the day of the scheduled public hearing at [teresa.fellows@jamescitycountyva.gov](mailto:teresa.fellows@jamescitycountyva.gov) or 757-253-6609. \*\*

Additional rules and guidelines may be found on the back of this sheet.

## **JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

### **SPEAKER'S RULES & GUIDELINES**

- Courtesy between the speaker and the audience is expected at all times.
- Speakers shall refrain from obscenity, vulgarity and profanely cursing or swearing.
- Every petition, communication or address to the Board shall be in respectful language and is encouraged to be submitted in writing.
- Public comments should be for the purpose of allowing members of the public to present any County business-related matter, which, in their opinion, deserves the attention of the Board. The public comment period shall not serve as a forum for debate with staff or the Board.
- Citizens shall refrain from using words or statements, which, from their usual construction and common acceptance, are construed as insults or personal attacks which may have a tendency to cause an act of violence or a breach of the peace.

Speaker rules for **Public Comment** are as follows:

- Speakers must fill out a speaker form prior to the Board meeting. Speaker forms are available in the Board Room and [online](#).
- Speakers are allowed five minutes and may speak once during Public Comment.
- Priority will be given to those who have submitted a form and indicated they are speaking to an agenda item or topic that is not subject to a public hearing.
- Failure to fully complete a speaker's form will place that speaker at the end of the second Public Comment period.

Speaker rules for **Public Hearings** are as follows:

- Speakers must fill out a speaker form prior to the Board meeting.
- Speakers are allowed five minutes and may speak once during the Public Hearing.
- A group with a designated spokesperson who wishes to address the Board must notify the Secretary to the Board by 2 p.m. the day of the scheduled public hearing at [teresa.fellows@jamescitycountyva.gov](mailto:teresa.fellows@jamescitycountyva.gov) or 757-253-6609.
- A chosen spokesperson representing a group\* is permitted up to 15 minutes to speak.
- The applicant or his/her representative is allowed 15 minutes to speak during the Public Hearing.

The Public Comment section is provided as a courtesy by the Board of Supervisors for citizens to address the Board on agenda items not scheduled for a Public Hearing.

The Public Comment section is not required by law.