

MEETING DATE: \_\_\_\_\_

**REQUEST TO SPEAK BEFORE THE  
SHASTA COUNTY BOARD OF SUPERVISORS  
(OR OTHER BOARD)**

**Request to speak before:**  Board of Supervisors  
 Air Pollution Control Board  
 Other: \_\_\_\_\_

An opportunity is provided at each regular meeting for persons to present comments to the Board.

**NOTE:** Pursuant to State Law and Board policy, no Board discussion shall be held and no action shall be taken on non-agendized matters, but the Board may briefly respond to statements or questions, and, if deemed necessary by the Board, refer the subject matter to the appropriate department for follow-up or schedule the matter for a subsequent Board agenda.

Persons wishing to present comments are requested to comply with the following rules:

- a. Persons making presentations are requested to complete this form and return it to the Clerk of the Board staff, at the front dais in the Board of Supervisors Chambers, **at least 10 minutes prior to the beginning of the Board meeting** on the day of the meeting at which the person wishes to appear.
- b. **The presentation may not exceed three (3) minutes** (unless prior approval of the Chair has been granted).
- c. The presentation should be directed to matters within the subject matter jurisdiction of the Board.

- 1. Name (please print clearly): \_\_\_\_\_
- 2. Subject Matter of Your Comments: \_\_\_\_\_

**IF YOU INTEND TO SUBMIT ANY WRITTEN MATERIAL DURING YOUR PRESENTATION,  
10 COPIES MUST BE PROVIDED TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING.**

- 3. Has any County department or agency been involved in the subject matter of your comments? If so, explain: \_\_\_\_\_

- 4. Is your concern related to an agendized item?  Yes (if so, which item? \_\_\_\_\_)  No

- For agendized items on the consent calendar and for matters not on the agenda, you may speak during the Public Comment/Open Time Period.
- For agendized items not on the consent calendar, you may speak when the item is being considered by the Board.

**OFFICE USE ONLY**

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