

APPEARANCE REQUEST FORM: MRWD#1 BOARD OF DIRECTORS MEETING

Subject: Request to Speak at Upcoming MRWD#1 Board Meeting

Date: _____

From: _____ (Your Name)

Dear _____ (Board Chair Name)

I am writing to formally request the opportunity to address the MRWD#1 Board at the upcoming meeting on _____ (date),

Regarding _____ (Topic of Discussion).

As a (your relevant affiliation, e.g., concerned customer, community member, landlord, tenant, etc.)

_____.

I believe my perspective on (key point about the topic) _____.

would be valuable to the Board's deliberations.

I am prepared to present information about (summary of your key points) _____.

_____.

Please let me know if there is a specific time during the meeting when I can present my remarks.

Thank you for considering my request.

Sincerely, _____ (your name)

Key points to include in your request:

- **Clearly state your intention:** Specify what you are requesting to speak at the upcoming Board meeting.
- **Identify yourself:** Mention your name, affiliation within the community, and relevant background.
- **Outline the topic:** Clearly state the subject matter you wish to discuss and why it is important to the Board.
- **Be concise:** Keep your request focused and brief, highlighting the key points you want to convey.
- **Offer to provide information:** Indicate your willingness to share supporting data or documentation if applicable.
- **Be respectful and professional:** Maintain a polite and courteous tone throughout your communication.

**CUSTOMER TO BOARD ENGAGEMENT GUIDELINES
FOR MRWD#1 MEETINGS**

Any citizen wishing to speak before the Board must sign the appearance request before the meeting begins. (See “Appearance Request Form”)

1. All the citizens’ input must directly pertain to the item on the agenda being discussed
2. The requestor shall be asked to wait to make their comments when the Board gets to that particular item on the agenda. If no such item appears on the agenda, then their remarks shall be made when the Board offers “Open Member Input”.
3. All questions and comments must be directed to the chair, and no citizen may address and/or question any individual Board member or staff member except with the permission of the chair.
4. Each requester will be given 3-5 minutes for discussion of his/her topic unless such time is shortened or lengthened by the Board chair. The vice-chair shall be the timekeeper and shall announce the end of the time.
 - Once such citizen has been recognized, the citizen should state his/her name and address.
 - No citizen shall speak or comment to distract, disturb or interrupt any other speaker but shall only make comments after the chair has recognized him and after he/she has stated his/her name and address.
 - No gestures or activities intended to disturb the order and decorum of the Board meeting shall be permitted.
 - Any citizen who shall wantonly disturb the lawful assembly of the governing body meeting shall be asked by the chair to leave the meeting. If such citizen will not leave the public assembly and continues to disturb and disrupt such assembly, such person may be subject from removal from the chamber for disturbing the peace.