

**REQUEST TO SPEAK  
WESTERN VIRGINIA WATER AUTHORITY**

**Meeting Date:** \_\_\_\_\_

**PUBLIC HEARING**     **ORDINANCE**     **CITIZEN COMMENTS**

I would like the Chairman of the Board of Directors to recognize me during the meeting on the above matter so that I may comment.

**- WHEN CALLED, I WILL GIVE MY NAME AND ADDRESS FOR THE RECORD.**

**- I AGREE TO ABIDE BY THE GUIDELINES LISTED BELOW:**

- Each speaker will be **given five (5) minutes** to comment, unless there are four or more speakers in which case each speaker will be given **three (3) minutes**. The Chairman will enforce the rule unless instructed otherwise by majority of the Board.
- The **Citizen Comment Period will be limited to thirty (30) minutes**.
- Due to space constraints **a limited number of guests will be permitted** in the board meeting.
- For the safety of all attendees **no signs or posters** are permitted in the building.
- The speaker will be **limited to a presentation of his/her point of view only**. Questions of clarification may be entertained by the Chairman.
- **Individuals speaking on behalf of an organized group shall file with the Clerk written authorization from the group** allowing the individual to represent them.
- **All comments must be directed to the Board**. Debate between a recognized speaker and audience members is not allowed.
- Both speakers and the audience will **exercise courtesy at all times**.
- If a speaker repeats points made by previous speakers, his time may be curtailed by the Chairman.
- Speakers must **submit *Request to Speak forms*** to the Secretary of the Board.

**Written comments** may be given to the Secretary to be distributed to Board Members.

---

---

**FORMS MUST BE SUBMITTED PRIOR TO THE START OF THE MEETING**

**NAME:** \_\_\_\_\_

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

**PHONE (OPTIONAL):** \_\_\_\_\_

**GROUP/ORGANIZATION:** \_\_\_\_\_

(require group/organization authorization)