

## **Guidelines for Speaking at a PID 6 Advisory Board Meeting**

- If possible, fill out a speaker card prior to the beginning of the meeting and give it to the PID Manager.
- Speaker cards will be present at the sign in table.
- PID Manager must give permission for each guest to speak.
- PID Manager/Advisory Board may solicit guest for comments.
- Once an agenda item has been discussed or voted on and the Advisory Board moves on to the next item on the agenda, the previous agenda topic may not be revisited.
- Any resident of PID 6 is free to contact the PID Manager or their Advisory Board member representative outside of the Advisory Board meeting to request more information about an agenda item.
- The best presentations about the issue under discussion are to the point. Presentations less than 3 minutes long, but to the point, are more effective with the Advisory Board than long and repetitive presentations.
- If your point has been made by previous speakers, feel free to inform the Advisory Board that you do not need to speak because your point has been made.
- If you plan to present the Advisory Board with information, have the materials organized and ready to present to the PID Manager who will distribute it to the Advisory Board, and begin your presentation immediately.
- Address your remarks to the whole Advisory Board, rather than to a specific member.
- The PID Manager will set a count-down clock for 3 minutes when you begin to speak. When the time has ended, a bell will sound, and your comments should be completed.