

Guidelines for Speaking at a PID 21 Las Vegas Trail Advisory Board Meeting

- Speaker cards are required to be filled out and returned to the PID manager at least 1 hour prior to the meeting
- Speaker cards can be found on the PID 21 website (www.lvtrise.org) and will be present at the LVTRise front desk.
- 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 PID 21 member is free to contact the PID Manager 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 2 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 2 minutes when you begin to speak. When the time has ended, a bell will sound, and your comments should be completed.

**PID 21 Las Vegas Trail
SPEAKER CARD**

The first 10 minutes of the meeting will be designated to Citizens' Forum/Citizen Comments. Guest will have 2 minutes to address their questions or comments to the Advisory Board for consideration. If there are more than 5 speakers, each speaker will have 1 minute to speak. Any requests and/or questions received by the Advisory Board will be taken under advisement.

Guest Name

Date

Address

Email

(Please Print)

Comment or question subject matter:

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Board Action (For Board Use):

