

Contra Costa Community College District (CCCCD)

REQUEST TO ADDRESS THE GOVERNING BOARD

Welcome to this meeting of the CCCCCD Governing Board. If you wish to address the Governing Board, please complete this form and give it to the Executive Coordinator prior to the beginning of the meeting. You may address an item on the agenda or a subject of your choice. The desired goal is to create an environment of mutual respect between participants of Governing Board meeting discussions; to enhance intellectual thought; and to insure that all present have an opportunity to present their views in an orderly fashion.

Agenda Number/Subject _____

Name (Please PRINT) _____

Address _____

College _____

Phone _____

Representing (self, group, organization, etc.) _____

Instructions for Speakers

1. Give the Request to Address the Governing Board Speaker Card to the Executive Coordinator prior to the beginning of the meeting. Give the Executive Coordinator a copy of your presentation or supporting documentation, if available.
2. The Governing Board President will call on you to make your presentation. Begin by stating your name, city of residence and whether you are speaking for yourself or on behalf of an organization.
3. Please limit your presentation to **three minutes**. Avoid repeating comments made by previous speakers. The Governing Board President will allow all relevant discussion, but not redundancy.
4. If you wish to make a formal presentation, a written description must be sent to the Chancellor's Office. The Chancellor will schedule the item on the next regular meeting agenda, if possible, but not later than forty-five (45) working days after the date the request is submitted (**Board Policy 1024**).