

Request For Individuals To Be Added to the Finance Committee Agenda

In an effort to facilitate the efficient operation of the finance committee meetings and focus the meetings on topics and issues germane and appropriate for the finance committee meetings, the following information is to be furnished and specific requirements adhered to by those who wish to appear before the Finance Committee and speak.

Name of Requestor to Speak	Date of Request	Date of Finance Meeting
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Brief explanation of subject, topic or issue to be discussed

Explanation of individuals within the county to whom this issue has been previously discussed and the discussion outcome

If approved by the County Mayor (Finance Committee Chair) to be added to the Agenda, the undersigned understands the conditions of appearing before the committee listed on the following page.

Print Legibly Name of Requester _____

Address of Requester _____

Phone Number _____

Email Address _____

*Submission of this form to the County Mayor or Finance Director at least three (3) calendar days prior to the regular business meeting schedule.

Rules for Appearing before the Finance Committee as agreed upon by signature on the previous page:

1. A delegation may have only one speaker.
2. Remarks to the Committee will be addressed to the Chair.
3. Remarks will be limited to five (5) minutes.
4. Members of the committee have the privilege of asking questions of the speaker.
5. The speaker must keep their comments directly related to a finance committee agenda item and will refrain from personal remarks or attacks against any individual whether a county employee or others.
6. The Chair will terminate the remarks of any individual who does not adhere to the above rules or acts in an undignified manner.