

<p style="text-align: center;">District and Campus Advisory Councils Citizens Communications Guidelines</p>

Citizens communications will be scheduled at or near the beginning of each meeting. In order to ensure sufficient time to complete business, a maximum of 15 minutes will be provided for citizens communications.

Persons wishing to provide citizens communications will be asked to fill out a speaker card. Persons will be called upon to speak in the order speaker cards were received. If persons who have signed up to speak do not have an opportunity to do so because time runs out, they are invited to come back to the next meeting and/or provide written comments on the card provided.

In setting future agendas, members may decide to invite a speaker back for more information, and include that person on a specific agenda item rather than under citizens communications.

Visitors are asked to sit in the designated area and not at the members' table, unless included on a specific agenda item.

The following additional guidelines will be followed:

- The presiding officer will announce, *“This is the time the committee has dedicated to receive citizens communications. Do we have any visitors here this evening who would like to address the committee?”*
- If not, the presiding officer will proceed to the next item on the agenda. If someone does wish to address the committee, the presiding officer will make the following statements:
 1. *“Speakers will be provided two minutes to address the committee on any issue directly related to its work.”*
 2. *“There will not be a dialogue between the speaker and the members of the committee; however, we will be listening carefully and taking notes.”*
 3. *“After citizens communications have concluded, visitors are welcome to remain, but no further opportunities to address the committee will be provided during the time of the meeting.”*