

**GUIDELINES IF YOU WISH TO SPEAK AT  
THE MEETING**

- ❖ For items on the Posted Agenda, please fill out a “Request to Appear Before a City of Broken Arrow Board or Commission” form. The forms are available outside the City Council Chambers. Please turn in your form to the Clerk or Secretary prior to the beginning of the meeting. Each speaker has up to three (3) minutes. The Chairman may set maximum time limits for posted agenda items.
- ❖ If you want someone to speak for your group, please submit all forms completed by the group and the designated speaker(s).
- ❖ Applicants will have a maximum of ten (10) minutes to present testimony in favor of the request and an additional five (5) minutes for rebuttal if any opponents of the application have spoken. The Chairman reserves the right to extend the presentation time.
- ❖ City Staff members are a resource to the Board or Commission and are present to answer questions and provide additional information.
- ❖ Board or Commission Members may question a person addressing the Board or Commission.

If you do not want to address the Board or Commission, but would like it known that you are in favor of or in opposition to an agenda item, please mark the appropriate section on the “Request to Appear Before a City of Broken Arrow Board or Commission” form.

**WHEN YOU SPEAK**

- ❖ Speakers will be heard only upon recognition by the Chairman. Remarks shall be addressed to the Board or Commission as a whole and not any individual Member. Please do not speak to the audience or to any individual in the audience.
- ❖ Adjust the microphone so that it is pointed at your mouth, speak clearly, and begin by stating your name and address.
- ❖ Limit your remarks to the allotted time limit. A light system will help you pace your remarks. A green light stays on until you reach your final minute. When a yellow light comes on, please conclude your remarks. When the red light comes on, please stop and return to your seat.
- ❖ Please focus on new or unique information that other speakers have not covered.
- ❖ Comments should address the merits or problems of the issue. Personal attacks on previous speakers, or on the applicant, are generally not helpful. In any event, the speaker is responsible for the content of their speech.