

# ANNUAL MEMBERS MEETING REQUEST TO SPEAK FORM

June 22<sup>nd</sup> at 5:00pm to 7:00pm at Roadhaven Resort

All forms must be submitted to the Chamber by 6-22-18 at 8:00am

## **REGULATIONS FOR REQUESTING TO SPEAK:**

1. ONLY those who have completed this form in its entirety will be permitted to speak at the Annual Members Meeting.
2. Any Request to Speak received after 8:00am on June 22<sup>nd</sup>, the morning of the event, will not be permitted.
3. Each individual will only be able to speak on one topic to allow all member a chance to speak.
4. ONLY the identified topic on the form can be addressed throughout your two-minute time limit; therefore, any topics brought up by the speaker during their two-minute segment that are not directly related to the listed topic will not be permitted.

## **GENERAL CONDUCT FOR THE ANNUAL MEMBER MEETINGS:**

1. When a member is talking please remain seated during the speakers allotted time to minimize distractions.
2. Please do not interrupt the designated speaker during their allotted time.
3. We are here for one mission, to help make the chamber more successful. With this common goal please refrain from performing any behavior which disrupts, disturbs or otherwise impedes the Annual Member Meeting.

## **PROCESS OF SPEAKING:**

- **The presiding officer shall utilize a timing system which provides speaker with notice of the remaining time to complete their comments.**
- **Speakers shall not concede any part of their allotted time to another speaker.**
  1. Each speaker will remain seated until called forward by the Chairman
  2. The speaker will state their name and the company they are representing
  3. Executive Committee Chairman will read off the listed topic of discussion
  4. Speaker will be allotted two minutes to speak

## **AFTER MEETING FOLLOW UP:**

1. The Board will respond to all topics raised via email or postal mail directly

\*\*There may not be a resolution to that appeals to both the member and the Board of Directors. In such cases, the member has the opportunity to take the suggestion or the questions to the general membership to obtain a 2/3 membership vote to have the suggestion/ questions brought to a committee for an additional review.

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Direct Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ I understand, ONLY the identified topic listed below on this form can be addressed throughout a two-  
(initial) minute time limit.

\_\_\_\_\_ I understand, any topics I bring up during my two-minute segment that are not directly related to the topic  
(initial) listed above will not be permitted.

Explain your topic of discussion below:

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AGENDA

4:30 pm	Chamber member meet and greet
5:00 pm	Chamber presentation of financial review, bylaws, board policies
5:30 pm	Open for generalized questions about presentation
5:40 pm	Start of individual member speakers