



ORANGE COUNTY

**BOARD
OF
SUPERVISORS**

Speaker Guidelines

Orange County Hall of Administration
333 W. Santa Ana Blvd.
10 Civic Center Plaza
Santa Ana, CA 92701
(714) 834-2206

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BOARD OF SUPERVISORS**

Hall of Administration
333 W. Santa Ana Blvd.
First Floor Hearing Room
Santa Ana, CA 92701

Guidelines for Speakers

- Persons wishing to speak on an agenda item must complete a speaker request form located at the sides and rear of the hearing room near the agendas.
- The form must be submitted prior to the Clerk's reading of the agenda item title for discussion or public hearing items and prior to the beginning of the Consent Calendar or Public Comments Section.
- Submit your form in the Speaker Box adjacent to the Podium.
- Speakers will be limited to three (3) minutes per item and may NOT yield their time to another person. The Chair may reduce this time depending on the number of persons wishing to speak.
- Off Agenda Public Comments: Persons may speak to matters not on the agenda at the conclusion of the meeting providing their comments/topics are within the jurisdiction of the Board. No action can be taken by the Board on these matters.
- When your name is called, please proceed to the podium quickly and state your name and city of residence for the

audio record before you begin your presentation.

- The light on the podium will turn green as you begin your presentation, will turn yellow when you have one minute remaining, which should begin your wrap-up, and will begin blinking red when your time has expired. Lack of adherence to the 3 minute deadline could be cause for removal from the room.
- Materials submitted at the meeting will become a part of the official record. It is suggested that 10 copies be submitted, that the presenter's name, date of the meeting and the agenda item be clearly marked on all copies. Materials should be provided to the individual seated adjacent to the podium at the beginning of your presentation.
- If you wish to use the overhead projector in your presentation, please be sure to mark your speaker slip so that the communications booth can be advised in advance of your presentation.
- Power point and video presentations must be arranged in advance of the meeting by calling 714-834-2206.
- If there are large groups of individuals wishing to speak on an agenda item, the Clerk will call 3 or 4 persons' names at one time. Please line up in the center aisle behind the podium to facilitate an efficient public comment period.

- All testimony should be brief, to the point, and should not repeat testimony already provided by another speaker.
- All testimony should be provided through the Chair and not to any individual Board member. Each person who addresses the Board shall refrain from making personal, impertinent, slanderous or profane remarks to any member of the Board, staff or the general public.

Other Public Rules

- No food or drink is allowed in the Board Room.
- Turn off or mute your cell phone and other electronic devices prior to the commencement of the meeting.
- Be sure to take a seat, standing in the aisles may be a public hazard in the event of an emergency.
- If you need special accommodations to address the Board, please advise the Clerk as soon as possible.
- No large signs or objects are allowed in the Board Room.
- No suitcases, backpacks, containers, etc. shall be allowed in the Board Room and are subject to inspection by Sheriff Deputies.
- Do not use the exits in the rear of the room as they are alarmed and are for emergency exit use only.

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