

**REGISTRATION FORM TO PROVIDE STATEMENTS AT PUBLIC FORUM
OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS ("BOARD") OF
THE PALATKA HOUSING AUTHORITY ("PHA")**

Speakers must register prior to the Public Forum with this form, available at the entrance of the meeting room. Forms must be filled out completely and turned in to the Board's designee prior to the commencement of the Public Forum for any meeting. Speakers must abide by the following procedures to speak.

The following procedures apply to Public Forum sessions:

1. Public Forum shall be the last item on the meeting's Agenda of a regular *Board* meeting and all comments from the public which meet the following criteria shall be heard at that time only, unless otherwise provided by the Chairperson in his/her discretion, or by majority vote of the quorum present of the *Board*. Written comments are encouraged in lieu of or in addition to public comments.
2. Anyone may address the *Board* on matters pertaining to the business of *PHA* subject to this procedure. A speaker shall limit his/her comments to the topic(s) listed at the bottom of this form only. Time used for questions from members of the *Board* shall not be assessed against any speaker's time limit.
3. Comments are limited to three (3) minutes per speaker. When a single matter pertaining to the business of *PHA* attracts several speakers with differing views, the Chairperson in his/her discretion, or the *Board* by majority vote of the present quorum may adopt further equitable time limits, and limits on how many speakers may address the same point of view on the matter, in the interest of timeliness and orderly conduct of the meeting.
4. Maintenance concerns can be discussed only if they are specific and meet the following criteria:
 - a. Work order number is stated.
 - b. The appropriate time has passed for work order to be addressed.
 - c. The concern has previously been brought to the Executive Director's attention by the speaker.
 - d. If b and c have been done but the work order is not complete, then it can be brought to the *Board's* attention.
5. Discussion of personal matters between *Board* members and/or *PHA* staff and the speaker or others will not be allowed. Additionally, discussion of personnel matters, whether currently pending or completed, shall not be allowed since *PHA* provides an internal grievance procedure for this purpose. Abusive and/or disrespectful language by a speaker shall not be acceptable under any conditions.
6. Appropriate matters brought before the *Board* at Public Forum shall be addressed in writing in the next regular *Board* meeting package by the Executive Director unless otherwise requested or directed by the Chairperson, or by a majority vote of the present quorum of the *Board*.
7. Any speaker who might wish to appeal any decision made by the *Board* with respect to any matter considered at any regular meeting is advised that he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings be made, which will include the testimony and evidence upon which the appeal is to be asked. A copy of the tape or minutes of the *Board* meeting may be obtained, at the requester's expense, by contacting the Executive Director's office.
8. Comments made by the public at any meeting may be considered by the *Board*, but nothing contained herein guarantees or implies that any action by the *Board* or *PHA* staff shall be taken as a result thereof.
9. The Chairperson reserves the right to discontinue by any appropriate means the comments of a speaker who fails to comply with the procedures referenced herein. Signature hereon by any speaker represents the speaker's express and informed agreement to abide by the procedures referenced herein.

NAME: _____ DATE: _____

SIGNATURE: _____

ADDRESS: _____ TELEPHONE NUMBER: _____

SPEAKER'S TOPIC: _____

