

State Assessors Board Public Appearance Guidelines

1. Persons addressing the State Assessors Board will be allowed up to five (5) minutes for their presentation; providing that the topic for their presentation pertains to an item specifically related to State Assessors Board matters.
2. In the instance where there are several speakers on the same subject, the Chairperson is authorized to request that the group appoint a representative to address the Board on the group's behalf – or – each individual presentation may be limited to 3 minutes. If a spokesperson is designated that individual may be granted 10 minutes.
3. Persons addressing the Board will be requested to identify their: Name, Address, and the organization (if any) to which they belong. In those instances in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the organization.
4. The public appearance segment of the meeting will last until closed by the Chair or a vote of the Board.
5. All documents distributed at the meeting will be considered public documents. It is the responsibility of the presenter to make sure all statements made are accurate and based on fact.
6. Any presentations involving the use of video tape or audio tape must be previewed and a recommendation to approve or not approve will be made to the Board by the Executive Secretary.

Adopted September 9, 2009