

Registering to speak at MAYSA Board Meetings

Please complete the registration statement. These registration statements are expressly meant for those individuals attending the MAYSA Board meetings.



The MAYSA Board welcomes its stakeholders and citizens to come forward at their regular Board Meetings and speak on subjects related to MAYSA. Speakers can address the Boards on: a) subjects that are not on the agenda; and b) agenda items that the Board will vote on. Those wishing to do so must register in advance using this form, and return it fully completed to the MAYSA office at: MAYSA, 5964 Executive Drive, Suite 1, Madison WI 53719. Only forms signed by the registrant and a MAYSA Board representative are considered complete. Registrants submitting an incomplete form may not receive a response to their compliment or concern.

Registration Deadlines:

- Public Comment (non-agenda items) - return this form by 4:00 p.m. the day before the MAYSA Board Meeting
- Agenda Item Speakers – return this form by 11:00 a.m. the day of the MAYSA Board Meeting.

Name: _____

Organization (if applicable): _____

Address: _____

Daytime Telephone: _____ Email: _____

Brief Explanation
(required): _____

I have materials to hand out, a copy of which is attached

I will need translation services

I do not wish to receive a follow-up response from MAYSA

I certify that I have received, read, and understand the attached guidelines pertaining to the aforementioned.

Signature: _____ Printed Name: _____ Date: _____



MAYSA BOARD CITIZEN PARTICIPATION

Guidelines for participating in the MAYSA Board public comments process

- Speakers on subjects that are not on the official meeting agenda speak during the “public comments” portion of the board meeting held prior to agenda items being considered.
- DEADLINE: Speakers for public comment must register by 4:00 p.m. the day before the scheduled board meeting. Register at: MAYSA, 5964 Executive Drive, Suite 1, Madison WI 53719
- Speakers may be limited to 3 minutes each.
- Per Board policy, the maximum time allowed for public comments on any one subject is 30 minutes. Individual times may be reduced based on the number of speaker on the same subject.
- Speakers who have registered are called by name when it is their turn to speak.
- Speakers must be present at the time their name is called and cannot pass their time to anyone else.
- Copies of handout materials must be provided to MAYSA Staff when they submit their registration form.
- Distribution of materials at board meetings is not permitted.

Guidelines for participating as a speaker on agenda items:

- ❖ Speakers to an agenda item address the MAYSA Board on items the Board will vote on during the regular meeting
- ❖ DEADLINE: Speakers to agenda items must register before 11:00 a.m. the day of the MAYSA Board meeting
- ❖ Speakers may be limited to three minutes each.
- ❖ Per Board policy, the maximum time allowed for public comments on any one subject is 30 minutes. Individual times may be reduced based on the number of speakers on the same subject.
- ❖ Speakers who have registered are called by name to the podium when the item to which they have registered to speak is being considered.
- ❖ Speakers must be present at the time their name is called and cannot pass their time to anyone else.
- ❖ Copies of handout materials must be provide to MAYSA Staff with the completed registration form.
- ❖ Distribution of materials during board meetings is not permitted.