

Department of Neighborhood Empowerment Sample Meeting Announcement Script

Ladies and Gentlemen welcome to our Neighborhood Council meeting. Today is *[state the date, eg., Monday, August 2, 2004]*. My name is _____ and I am the President our Neighborhood Council's board. Our board is a representative body that is elected by area stakeholders *{state when, eg., every January}* and if you would like more information or to become more involved with our Neighborhood Council, please meet with me after tonight's meeting.

During tonight's meeting, we will be discussing the items that are listed on the meeting's agenda. There are copies of the agenda for your use *[state the location, e.g., on the table at the back of the room]*.

The agenda contains a list of the items that we will be discussing during tonight's meeting. We will proceed with each agenda item in numerical order. *{alternative example: I have received a request to take item number 4 on the agenda out of order and the board will hear that item first, and then proceed in numerical order with the remaining items on the agenda}*

Before we make a decision on any item, the public is provided with the opportunity to provide its comment on the item that we are considering. If you have a general comment on an item that is not listed on the agenda then you may provide us with your comment during the "Public Comments" portion of the meeting. Please understand that there are certain laws that apply to Neighborhood Councils that limit our discussion to the items that have been listed on the agenda. These laws limit the actions that we may take during tonight's meeting, thus, we may be legally prohibited from acting on a concern that you expressed. However, please note that your concern may become the topic of discussion at a future meeting before our Neighborhood Council after we have had the chance to list the item on the agenda.

In order for you to speak and be heard on any agenda item, you will be called by me when it is your turn to speak. In order for me to know that you want to speak, please fill out a "Speaker Card." Copies of the Speaker Cards are located on the table at the back of the room. After you fill out the card, please hand it to Mr/Mrs____ who is seated at the far right of this table.

When a person is speaking, they are entitled to courtesy and respect. There should not be any other discussion occurring in the room. If you want to chat with your neighbor, then please take that discussion outside while our meeting is in session. We will treat one another with respect during this meeting. That means we act with civility and decorum. We do not "boo" or hiss when disagreeing with someone's point of view. Any competing viewpoints may be articulated without the need for inappropriate or uncivil actions.

Last, please turn off your cell phones and pagers.