Guidelines for Presentations and Speakers

When a speaker is invited to make a presentation at Committee or full Council meetings, the following procedures will be used:

1. The purpose of the presentation is clearly identified. Questions will be developed to be answered during the presentation. For example, how many individuals with developmental disabilities have benefited as a result of this contract? What recommendation do you have for future Council action? What did you learn as a result of this contract? Presentation requests can be made by either members or staff.

2. Staff will invite the speaker and let the speaker know how much time has been allotted to them for the presentation and for questions.

3. Staff will prepare a summary of the presentation and this summary will be added to the minutes of the Committee/Council meeting. Staff will complete the “Background for Council Presentation” form.

4. During presentations by invited speakers, Council members will hold questions until the end of the presentation and avoid conversations.
BACKGROUND FOR COUNCIL PRESENTATION FORM

Audience: ____________________________________________________
          Council or Committee

Name of Group/Project/Contract________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Date:_____________  Time allotted________________________

Purpose_______________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Connection to State Plan_______________________________________________________
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_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Invited Speaker, Name, Address, Phone, Email
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________