



**PUBLIC COMMENT CARD & REQUEST TO RECORD**

Please complete and submit to the CCRB Administrative Assistant or other CCRB staff.  
No cards will be accepted after the meeting is called to order.

Request to record the meeting by video or photographic means

Intended use of the recording:

- Personal
- Media
- Other \_\_\_\_\_

**Public Comment must pertain to an item on the current Board meeting agenda.** If the item for Public Comment is not on the agenda, written public comment can be sent to the Board, as provided below.

Agenda Item: \_\_\_\_\_

Please provide contact information for the CCRB’s records and for follow-up inquiries or responses regarding matters raised.

**Please Print Clearly:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Organization: \_\_\_\_\_

Summary of Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By signing below, I acknowledge that I have read and agree to abide by the rules provided below. I am aware the public comment and request to record card is a public record subject to the Missouri Sunshine Law.

\_\_\_\_\_  
Signature Date

The Public Comment period is offered by the CCRB Board of Directors as a courtesy to the public for comments pertaining to items on the current agenda. Per CCRB policy, Public Comment is limited to 15 minutes; however, the Board may choose to extend beyond 15 minutes to a specified amount of time. Public Comment is a time for the public to share their comments, not interrogation or dialogue with the CCRB Board or staff. Questions may be responded to in writing to allow for adequate research. Persons wishing to comment on any issue not listed on an upcoming meeting agenda should submit a comment to [info@scckids.org](mailto:info@scckids.org).

**Speakers are asked to observe the following rules for Public Comment. Violation of these rules may result in the forfeiture of speaking time.**

1. Members of the public may not speak unless they are recognized by the Board Chair.
2. Interrupting other speakers will not be tolerated.
3. All comments should be addressed to the CCRB Board of Directors.
4. Speakers are limited to three (3) minutes each, alternating “pro” versus “con” opinions.
5. Speakers will state their name and residency for public record.
6. Speakers will behave in a respectful manner and use appropriate volume. Personal attacks on any person are considered a violation of standards.
7. If the speaker has written materials, please bring 10 copies; one for each Board member and a copy for the CCRB records.
8. Speakers are not to bring signs or to interfere with the business of the location of the Board meeting.

**Written comment may be directed to:**

Community & Children’s Resource Board  
Tel: 636-939-6200  
[info@scckids.org](mailto:info@scckids.org)  
2440 Executive Drive, Suite 214 – St. Charles, MO 63303