



www.aikencountysc.gov

Aiken County
Office of the Aiken County Council
1930 University Parkway, Suite 3600
Aiken, SC 29801
(803) 642-1690

PUBLIC PRESENTATION REQUEST FORM

When requesting to make a formal presentation before the full Council or a Standing Committee of Council, please address your request to the Aiken County Council Chairman, The Honorable Ronnie Young.

Your request may be mailed to 1930 University Parkway, Suite 3600, Aiken, SC 29801. All requests should be received no later than the Wednesday prior to a Council or Committee meeting.

Upon receipt of your request, the Council Chairman will decide whether a Standing Committee of Council or the full Council will hear your presentation. Many issues can be resolved by Committee and will therefore eliminate any additional inconvenience to the citizens.

All presentations, whether before full Council or a Committee, shall be brief, concise and to the point. Try to limit your comments to five minutes.

Please provide the following information, either printed or typed, when submitting your request.

Topic of Presentation: _____

Neighborhood or Group Being Represented: _____

Name of Spokesperson Representing the Group: _____

Address of Spokesperson: _____

Telephone Numbers of Spokesperson: Home #: _____ Work #: _____

Brief Summary and/or History of Topic:

RULES OF PROCEDURE

MEMBERS OF THE PUBLIC

Any person or group may speak to the council with permission of the chair and shall address the chair; each person, after stating his/her name and address, may make comments which are relevant to the subject matter at hand and which are limited to three (3) minutes per person, or fifteen (15) minutes per group, unless additional time is granted in advance by the council.

At public hearings, the county council shall give a reasonable opportunity to any person or representatives desiring to make a presentation or to be heard.

No person will be recognized, at any regular or special meeting of the council, to speak upon any matter which has previously been heard by the council at a duly called public meeting unless approved by a two-thirds vote of council.