

# HEARING INFORMATION SHEET

## FOR THE 2018 LEGISLATIVE SESSION

- To be placed on the official agenda of a Delegation hearing, presenters must have completed a Participation Request Form (a copy of which is enclosed) and have submitted all printed materials to the delegation office by Noon, **7 business days** prior to the scheduled hearing. Fifteen (15) copies of printed material should be submitted to be included in the Members' hearing folders.  
**\*Please note: The Delegation Office is not responsible for printing out materials for the presenter.**
- Maximum time allotted for each presentation is **THREE minutes**. This time limit will be strictly enforced as a courtesy to all scheduled speakers.
- Those presenting local bills should meet personally with members of the Legislative Delegation **prior** to the hearing at which they will make their presentation. At least one delegation member attending the hearing at which you are present should have a prior working knowledge of your request.

### Local Bills:

Please refer to the Palm Beach County Legislative Delegation Local Bill Preparation Manual for precise instructions about filing your Local Bills and Codifications. The manual can be found online at [www.PalmBeachDelegation.com](http://www.PalmBeachDelegation.com) or email the delegation office at [CShaw1@pbcgov.org](mailto:CShaw1@pbcgov.org) for a copy.

The **DEADLINE** for submission of Local Bills to the Delegation Office is

**Tuesday, September 26, 2017 at Noon**

The Local Bill Hearing will be held on Tuesday, October 17, 2017 from 9:00am – 12:00pm at the Solid Waste Authority Auditorium, 7501 N. Jog Road, West Palm Beach.

# PALM BEACH COUNTY LEGISLATIVE DELEGATION

## Presenter Request Form • 2018 Legislative Session

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

City, State, ZIP \_\_\_\_\_

Name and title of person presenting at the public hearing: \_\_\_\_\_  
(i.e. President, CEO, Executive Director, etc).

Presenter's phone: \_\_\_\_\_ Presenter's e-mail: \_\_\_\_\_

Topic of Presentation: \_\_\_\_\_

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

With which State Representatives and Senators have you met regarding your issue?

\_\_\_\_\_

Are you enclosing materials to be distributed at the hearing?  YES  NO

If YES, you must provide fifteen (15) copies to the Delegation Office by Noon **7 business days** prior to the Public Hearing you have selected. Note: The Delegation Office is NOT responsible for printing copies.

**Please place an X next to the ONE hearing you wish to attend:**

**Return or email form to:**

Christine Shaw, Executive Director  
Palm Beach County Legislative Delegation  
301 North Olive Avenue  
Suite 1101.11  
West Palm Beach, FL 33401  
[CShaw1@pbcgov.org](mailto:CShaw1@pbcgov.org)

\_\_\_\_\_ Wednesday, September 27, 2017 in Boca Raton  
\*Election of Chair and Vice Chair and Public Hearing

\_\_\_\_\_ Tuesday, October 17, 2017 in West Palm Beach  
\* Local Bills and Public Hearing

\_\_\_\_\_ Friday, December 1, 2017 in Belle Glade  
\*Public Hearing