

Subject: Delegation Form: DBIA Member/ Public



Document No: **DBIA-FORM-007**
Book: **FORMS MANUAL**

The delegation form is used when a member of the public wants to speak directly to the board at a meeting, typically on a specific agenda item. These forms are necessary for scheduling and managing time during meetings, ensuring that anyone who wishes to speak to the board can be allotted a specific time to do so.

Please fill out this form in full if you wish to speak at a board meeting. Delegation Forms must be submitted at least eight days in advance prior to the board meeting.

Name (print): _____

Business Name: _____

Address _____

Phone Number: _____

Email: _____

Choose the group you wish to address:

- DBIA Board
- Events Committee
- Other: (identify other) _____

Meeting Date:
(month/day/year) _____

Agenda Item or Subject: _____

Reason for Delegation Request: _____
