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 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.
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

_____ 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