

# HEARING INFORMATION SHEET

## FOR THE 2019 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, seven (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, November 27, 2018 at Noon**

The Local Bill Hearing will be held on Thursday, December 6, 2018 from 9:00am – 12:00pm at the Green Cay Nature Center, 12800 Hagen Ranch Road, Boynton Beach.

# PALM BEACH COUNTY LEGISLATIVE DELEGATION

## Presenter Request Form • 2019 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, seven (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)

\_\_\_\_\_ Thursday, November 15, 2018 in West Palm Beach  
\*Election of Chair and Vice Chair and Public Hearing

\_\_\_\_\_ Thursday, December 6, 2018 in Boynton Beach  
\* Local Bills and Public Hearing

\_\_\_\_\_ Monday, January 28, 2019 in Belle Glade  
\*Public Hearing