

**GUIDELINES
FOR
PUBLIC PARTICIPATION**

**LEE'S SUMMIT PARKS AND RECREATION
BOARD MEETINGS**

The Parks and Recreation Board wishes to ensure that interested parties are afforded the opportunity to make comments in Board meetings. Lee's Summit Parks and Recreation Board meetings are held the fourth Wednesday of each month beginning at 6:00 pm, in City Hall, 220 SE Green Street. These meetings are open to the public; all citizens and interested parties are encouraged to attend.

In order to manage agenda work and have sufficient time to address agenda items and public comments, the public is permitted to speak during the "comments from the public" portion of the Board meeting by following the procedure below:

- Fill out a public participation form and return to LSPR, 220 SE Green, LSMO 64063
- Submit it to the department at least five working days before the Board meeting in which you wish to speak at.
- You will then be placed on the agenda and you will be given five minutes to speak.

As always, please feel free to contact Parks and Recreation through the Administrative Office at 969-1500 if you have questions or concerns.

FORM FOR PUBLIC PARTICIPATION

NAME: _____

I wish to comment on the following item: _____

Address: _____

Phone Number: _____

DATE OF MEETING:

TIME OF MEETING: