

Hearing of Citizens

Date and Time:

\_\_\_\_\_ (must be 24 hours prior to meeting)

Office of Board Services  
Houston Community College System  
P. O. Box 667517 MC-1102  
Houston, TX 77266-7517  
Phone: (713) 718-5025  
Fax: (713) 718-2120

I would like to appear before the Houston Community College System Board of Trustees at its meeting of

\_\_\_\_\_ on behalf of \_\_\_\_\_

\_\_\_\_\_  
*(Name of organization-- If not representing delegation or organization, please state "self.")*

to discuss with the Board matters pertaining to (brief summary of matter to be discussed) :

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

This matter has ( ) has not ( ) been previously discussed with any member of the Houston Community College System administrative staff. (If applicable, please list name and department of person with whom matter was discussed.)

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

I am also speaking on behalf of the following persons:

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

If applicable, I affirm that I have exhausted the College System's internal grievance procedures regarding this matter.

Your confirmation of my appearance will be appreciated.

Sincerely,

Circle correct title: (Dr. Mr. Ms. Mrs. Miss) Name: \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**PLEASE NOTE:**

Presentations limited to four minutes, with a warning bell at three minutes. No personalities or personnel may be mentioned in your address. The Board and administration will not respond at the meeting, but there will be follow-up and reply. Time periods may be shortened due to the number of speakers.