

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.25
(ID # 20697)**

MEETING DATE:

Tuesday, December 06, 2022

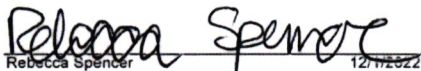
FROM : REGISTRAR OF VOTERS:

SUBJECT: REGISTRAR OF VOTERS: Ratify and Approve Amendment No. 1 with Consolidated Printers, Inc. to provide Sample Ballot Printing and Mailing Services from August 23, 2013 to August 23, 2023 for the amount of \$2,000,000 annually, Second Amendment with Dominion Voting Systems to provide Software Licenses and Maintenance from June 18, 2019 to July 1, 2029 for the total \$14,969,056, and Amendment No. 1 with Runbeck Election Services Inc. to provide Official Ballot Printing and Mailing Services from March 1, 2018 to June 30, 2023 for the total amount of \$2,715,000; All Districts. [Total Cost \$19,684,056 additional compensation not to exceed 20% of each contract aggregate; 38% General Fund, 62% State Reimbursement & Local Jurisdiction Reimbursement]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Amendment No. 1 with Consolidated Printers, Inc, to provide Sample Ballot Printing and Mailing Services from August 23, 2013, to August 23, 2023, for the amount of \$2,000,000 annually;
2. Ratify and Approve the Second Amendment with Dominion Voting Systems to provide Software Licenses and Maintenance, from June 1, 2019, to July 1, 2029, for the total amount of \$14,969,056;
3. Ratify and Approve Amendment No. 1 with Runbeck Election Services to provide Official Ballot Printing and Mailing Services from March 1, 2018, to June 30, 2023, for the total amount of \$2,715,000;
4. Authorize the Chairperson of the Board to sign three (3) copies of the same for each Amendment;
5. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel, a) to sign amendments to the renewal options that stay within the intent of the Agreement, and b) to increase the compensation not to exceed 20% of each contract aggregate for optional future purchases for the term of the Agreement; and
6. Direct the Clerk of the Board to retain one (1) copy of each Agreement and return two (2) copies of each Agreement to the Registrar of Voters for distribution.

ACTION:Policy

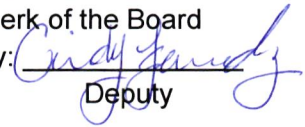

Rebecca Spencer 12/17/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Hewitt, and Perez
Nays: None
Absent: None
Date: December 6, 2022
xc: ROV

Kecia R. Harper
Clerk of the Board

By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 8,163,052	\$ 3,448,052	\$ 26,536,778	\$ 8,072,952
NET COUNTY COST	\$ 2,040,763	\$ 862,013	\$ 10,102,870	\$ 5,486,913
SOURCE OF FUNDS: 38% General Fund, 62% State Reimbursement & Local Jurisdiction Reimbursement			Budget Adjustment:	No
			For Fiscal Year:	17/18-29/30

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Consolidated Printers (RFP# RVARC-011; RVARC-96600-001-08/14)

On December 1, 2011, Purchasing released a Request for Proposal (RFP) for sample ballot printing and mailing services. A total of two vendors responded to the RFP and upon review, Consolidated Printers was the lowest, responsive bidder, and recommended for award. On September 13, 2013, an Agreement between Riverside County and Consolidated Printers was executed.

Approving Amendment No. 1 for Consolidated Printers will allow the performance period to be extended through August 23, 2023, to pay remaining invoices for November 2022 election related services. Factors contributing to increased expenditures include increases in the number of registered voters and the quantity and types of sample ballots as a result of redistricting and local jurisdictions changing from voting at large to voting by district.

Dominion (RVARC-93690-001-05/27)

On June 18, 2019, (Agenda Item 3.37), the Board approved the Managed Services Agreement between the Registrar of Voters and Dominion Voting Systems, Inc. for the purchase of voting system services and software use licenses. The Dominion Voting System, Inc. was implemented by the Registrar of Voters in November 2019. With this system implementation Riverside County met the compliance standards of the California Secretary of State decertification mandate. The original agreement with Dominion is based on piggybacking from the County of Sacramento agreement with Dominion for voting equipment and services which was awarded through a publicized competitive bid process. At that time, the County was able to negotiate an additional 2% discount from Sacramento's 28% off list to a Riverside County discount of 30% off list price. Piggybacking off of another competitively bid governmental procurements meets the county's requirement of seeking competition and assists with expediting the implementation/acquisition of needed commodities and services.

On August 24, 2021, (Agenda Item 3.26), the Board approved the First Amendment to increase the number of ICX electronic touchscreen ballot marking devices from 700 to 850.

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Approving the Second Amendment for Dominion Voting Services will allow for the lease of additional equipment so that Registrar of Voters may fully implement the Voter's Choice Act election model.

Runbeck (RFP# RVARC-020; RVARC-96600-001-03/22)

On November 15, 2017, Purchasing released a Request for Quote (RFQ) for official ballot printing and mailing services. The bid was restricted to bidders that have been approved and or certified by the Secretary of State to provide official ballot printing and mailing services.

A total of three vendors responded to the RFQ and upon review Runbeck Election Services was the lowest, responsive bidder and recommended for award. In March 2018, an agreement between the County of Riverside and Runbeck Election Services was executed.

Approving Amendment No. 1 for Runbeck, Inc. will allow the performance period to be extended through June 30, 2023, to pay remaining invoices for November and December 2022 election related services. Additionally, monies are allocated should ROV have to conduct an unscheduled local election in 2023.

Impact on Residents and Businesses

The continued use of the aforementioned services allows for the Registrar of Voters to meet the growing needs of the County and be in accordance with election code.

Additional Fiscal Information

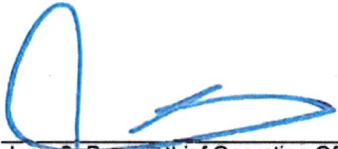
The Registrar will submit a budget adjustment request as part of the Mid-year budget cycle to cover the additional expenses.

The Secretary of State has notified the Registrar that as of 2024, reimbursement of 75% for voting system replacement expenses will no longer be provided. The Secretary of State has not provided additional information regarding future reimbursement plans. As of FY 25/26, it is expected that all voting system expenditures will be funded by NCC, unless the Secretary of State renews the funding match.

ATTACHMENTS:

1. **AMENDMENT NO. 1 TO THE AGREEMENT WITH CONSOLIDATED PRINTERS**
2. **SECOND AMENDMENT MANAGED SERVICES AGREEMENT BY AND BETWEEN DOMINION VOTING SYSTEMS, INC. AND RIVERSIDE COUNTY**
3. **AMENDMENT NO. 1 TO THE AGREEMENT WITH RUNBECK ELECTION SERVICES, INC.**

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA



Juan C. Perez, Chief Operating Officer

12/1/2022



Ronak Patel, Deputy County Counsel

12/1/2022

COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
Runbeck Election Services, Inc.

Original Contract Term:	March 1, 2018, through February 28, 2022
Contract Term Extended To:	June 30, 2023
Effective Date of Amendment:	March 1, 2022
Original Annual Maximum Contract Amount:	\$1,500,000.00
Amended Annual Maximum Contract Amount:	\$2,715,000.00
Contract ID:	RVARC-96600-001-03/22

The Agreement between County of Riverside (COUNTY) and Runbeck Election Services, Inc. (CONTRACTOR), entered as of March 1, 2018, is amended as follows:

1. Section 2 – Period of Performance:
 - a. Delete the first sentence in its entirety and replace with the following:
This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect through June 30, 2023.

2. Section 3 – Compensation:
 - a. Compensation - Delete the second sentence in its entirety and replace with the following: Maximum payments by COUNTY to CONTRACTOR shall not exceed \$2,715,000.00 annually including all expenses.

3. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: Jeff Hewitt
Jeff Hewitt
Chairman, Board of Supervisor
Dated: 12/6/22

Runbeck Election Services

By: James Suver
James Suver
Vice President of Business
Development Dated: 12-5-2022

APPROVED AS TO FORM:

County Counsel

By: Ronak Patel
Ronak Patel

ATTEST:

KECIA B. HARPER, Clerk

By: Deanna Smith
DEPUTY

**SECOND AMENDMENT
MANAGED SERVICES AGREEMENT
BY AND BETWEEN
DOMINION VOTING SYSTEMS, INC. AND RIVERSIDE COUNTY, CA**

This Second Amendment to the Managed Services Agreement is made and entered into as of this 15th day of October 2022 (the "Second Amendment Effective Date") between Riverside County, CA ("Customer") and Dominion Voting Systems, Inc. ("Dominion").

RECITALS

WHEREAS, on June 1, 2019, the Customer and Dominion entered into a Managed Services Agreement (the "Original Agreement"); and

WHEREAS, on July 1, 2021, the Customer and Dominion entered into a First Amendment to the Managed Services Agreement ("First Amendment") (collectively, the Original Agreement and First Amendment are referred to herein as the "Agreement");

WHEREAS, the Customer and Dominion would like to modify the terms of the Agreement.

THEREFORE, in consideration of the mutual covenants and obligations herein contained, and other good and valuable consideration the receipt and adequacy of which are hereby acknowledged, the Customer and Dominion agree as follows:

AMENDMENT

1 Recitals Incorporated. The above recitals are true and correct and incorporated herein by this reference as if fully set forth.

2. Replacement of Exhibit A. Exhibit A-1 to the Agreement is hereby deleted in its entirety and replaced by Exhibit A-2 attached to this Second Amendment.

3. Amendment of Section 3 of Agreement. Section 3 of the Agreement is amended to read in its entirety:

"Term of Agreement. The Term of this Agreement shall begin on the Effective Date and shall continue until June 30, 2029."

4. All Other Terms. Except as expressly amended in this Second Amendment, the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, Customer and Dominion have executed this agreement on the day and year set forth above.

(signatures on following page)

RIVERSIDE COUNTY

Date: 12/6/22


JEFF HEWITT

CHAIR, BOARD OF SUPERVISORS

DOMINION VOTING SYSTEMS, INC.

Date: 12/01/2022


John Poulos
President & CEO

ATTEST:
KECIA R. HARPER, Clerk
By 
DEPUTY

FORM APPROVED COUNTY COUNSEL
BY:  - 12/1/22
RONAL N. PATEL DATE

EXHIBIT A-1

**MANAGED SERVICES AGREEMENT
BY AND BETWEEN DOMINION VOTING SYSTEMS
AND RIVERSIDE COUNTY, CA**

PRICING SUMMARY AND DELIVERABLES DESCRIPTION

1. Pricing/Payment Summary and Descriptions

1.1 Pricing and Payment Summary. The annual Agreement pricing shall equal the amounts described below in this section 1.1 for the eight (8) years. All prices are in USD. The following is the invoicing schedule for County's annual payments. County shall pay invoices in a timely manner and no later than thirty (30) calendar days from receipt of a Dominion invoice. All payments shall be made in U.S. Dollars.

- 1.1.1 June 1, 2019 invoice: \$1,745,031.00 plus taxes of \$135,208.98 (paid prior to Second Amendment Effective Date)
- 1.1.2 June 1, 2020 invoice: \$1,745,031.00 plus taxes of \$135,208.98 (paid prior to Second Amendment Effective Date)
- 1.1.3 Nov. 1, 2020 invoice: \$89,180.00 plus taxes of \$5,544.24 (paid prior to Second Amendment Effective Date)
- 1.1.4 June 1, 2021 invoice: \$1,395,975.00 plus taxes of \$102,784.12 (paid prior to Second Amendment Effective Date)
- 1.1.5 June 1, 2022 invoice: \$1,395,975.00 plus taxes of \$102,784.12 (paid prior to Second Amendment Effective Date)
- 1.1.6 Dec. 6, 2022* invoice: \$3,188,773.00 plus estimated taxes of \$259,278.92
- 1.1.7 July 1, 2023 invoice: \$3,188,773.00 plus estimated taxes of \$259,278.92
- 1.1.8 June 30, 2024 invoice: \$3,188,773.00 plus estimated taxes of \$259,278.92
- 1.1.9 July 1, 2025 invoice: \$1,081,346.00 plus estimated taxes of \$74,879.06
- 1.1.10 July 1, 2026 invoice: \$1,081,346.00 plus estimated taxes of \$74,879.06
- 1.1.11 July 1, 2027 invoice: \$1,081,346.00 plus estimated taxes of \$74,879.06
- 1.1.12 July 1, 2028 invoice: \$1,081,346.00 plus estimated taxes of \$74,879.06

* The December 06, 2022 invoice will be issued upon signing of this Second Amendment. County shall pay this invoice no later than thirty (30) calendar days from receipt thereof.

2. System Description - Prices of equipment, technical facilities, software, and other related services for voting, vote counting, and result processing. At the end of the contract Term, Customer shall have the option, in its sole discretion, to take title to the System, excluding Dominion and Third Party Software, at no additional charge. All pricing in U.S. Dollars.

DESCRIPTION	QTY	Included in Ex. A-1 (y/n)
Central Scanning Solution: Absentee / Vote By Mail Hardware		
ImageCast Central Kit	10	Yes
In-Person Voting Solution: Polling Location Hardware		
ImageCast X BMD (21 inch) Kit	850	Yes

ICX Technician Smartcard	50	Yes
Smart-UPS C 1500VA LCD 120V 1000W	600	Yes
ICX ATI Kit	850	Yes
ICX Voting Booth - Standard	850	Yes
ICX Transport Bag Set	850	Yes
8GB USB Flash Drive	50	Yes
MBP Kit #2 Portable High Volume	175	No
ImageCast Precinct 2 Tabulator	175	No
ImageCast X Kit - Classic BMD 21"	750	No
Power Supply - ICP2	175	No
UPS - CyberPower 1500VA - with Inverter	500	No
ICE / ICP Power Cord - 15'	175	No
Ballot Marking Printer -	1,600	No
Election Management Hardware & Software		
Democracy Suite EMS Standard Server Configuration Kit - Up to 22 clients	2	Yes
EMS Client Workstation Configuration Kit	4	Yes
Adjudication Workstation Kit	8	Yes
Reformatting Station Kit	1	Yes
EMS Report Printer	2	Yes
Democracy Suite (EMS) Light Application	1	Yes
ICC Adjudication Application	1	Yes
Cart - MBP	175	No
Mobile Ballot Printing Module	1	No
Rank Choice Voting Module	1	No
Support Services		Days
Project Management	30	Yes
System Acceptance Testing Training	2	Yes
On-Site Support	90	Yes
Train the Trainer: Poll Worker	2	Yes
Democracy Suite Result, Tally and Reporting	5	Yes
ICC Operator Training	2	Yes
ICC Adjudication Training	2	Yes
ICX Operator Training	1	Yes
Training	5	No
Project Management and Implementation	10	No
Election Support		Election
Election Set Up (Ballot Layout, Test Deck)	2	Yes
Accessories		
ImageCast Precinct Ballot Box - Plastic Collapsible (no write-in bag)	175	No

ImageCast X Voting Booth - Standard	750	No
ATI Kit - ICX - USB	750	No
ImageCast Precinct Transport Bag	175	No
ImageCast X Classic BMD Transport Bag Kit (15"/21" Tablet + Printer)	750	No
Consumables/Parts		
ImageCast X Classic Poll Worker Smart Card	2,500	No
SDHC Memory Card 8GB	350	No
ImageCast X Classic Technician Smart Card	100	No
iButton Administrator Key - Black	125	No
ICE/ICP2 iButton Technician Key - Yellow	50	No
Annual Licenses and Warranties		
Democracy Suite (EMS) Light Software License	1	Yes
ICC Adjudication Application Software License	1	Yes
ICC Annual Firmware License	10	Yes
ICX - BMD (21 inch) Annual Firmware License	850	Yes
ICC Annual Firmware License - HiPro InterScan	10	Yes
ICX - BMD (21 inch)	850	Yes
Mobile Ballot Printing Annual Software License Fee	1	No
Rank Choice Voting Annual Software License Fee	1	No
ImageCast X Annual Firmware License - Classic BMD 21"	750	No
ImageCast Precinct Annual Firmware License - ICP2	175	No
ImageCast X Annual Hardware Warranty - Classic BMD 21"	750	No
ImageCast Precinct Annual Hardware Warranty - ICP2	175	No
MBP #2 OKI C712 Annual Hardware Warranty	175	No

3. Detailed Deliverables Description

- 3.1 **ImageCast® Central Scanner (ICC) with interScan HiPRO Series high speed scanner.** Dominion shall provide the ImageCast® Central Scanner for use by the Customer. The ImageCast® Central Scanner is commercial off-the-shelf digital scanners configured to work with the ImageCast® Central Software for high speed ballot tabulation. Each ImageCast® Central Scanner includes the following components:
- 3.1.1 interScan HiPRO Series high speed scanner.
 - 3.1.2 ImageCast® Central Software
 - 3.1.3 OptiPlex 3050 All-in-One Series with pre-loaded software
 - 3.1.4 iButton Security Key
 - 3.1.5 iButton Programmer and iButton Key Switch & Cat5 RJ 45 Cables used with Democracy Suite to transfer security and election information to the iButtons for use with the ICC.

- 3.2 **ImageCast® Software.** The Dominion software includes, without limitation:
- 3.2.1 **AuditMark®.** For each ballot that is scanned and accepted into the unit, a corresponding ballot image is created and stored for audit purposes. The image consists of two parts described below.
- The top portion of the image contains a scanned image of the ballot.
 - The bottom portion consists of a machine-generated type-out showing each mark that the unit interpreted for that particular ballot. This is referred to as an AuditMark®.
- 3.3 **ImageCast® X (“ICX”).**
- 3.3.1 **Application:** ImageCast X BMD is a touchscreen in-person voting device and ballot marking device. Voting sessions are initiated on the tablet by either a smart card or the entry of a numeric code based on activation. The ballot is loaded directly onto the standalone device. All voting activity is performed at the tablet, including accessible voting. Accessible voting interfaces connect to the tablet via an Audio Tactile Interface or ATI. For all modes of voting, after the voter reviews the ballot selections, a paper ballot is created for the voter from a printer in the voting booth. The printed ballot contains a written summary of the voter’s choices, as well as a 2D barcode which is read by Dominion’s ImageCast Precinct or Central tabulator. No votes are stored on the ImageCast X-BMD unit. All votes can be tabulated and stored on the ImageCast Central.
- 3.3.2 **Components:** ImageCast X BMD is composed of a 21” Avalue touchscreen, Android OS 4.4.4, DC 19V input, HP LaserJet Pro M402dne laser printer, 6’ cable, 5 smart cards, and 8GB flash drive.
- 3.4 **Democracy Suite Light Software** consists of the following components:
- 3.4.1 **Election File and iButton Creation** Customer is authorized to create Election Files and iButtons from EED to load on the ICX, ICVA and ICC units.
- 3.4.2 **Results, Tally and Reporting (RTR) Client Application** is the application used for the tally, reporting and publishing of election results.
- 3.5 **ImageCast® Adjudication Application** is a client and server application used to review and adjudicate ImageCast® Central Scanner ballot images. The application uses tabulator results files and scanned images to allow election administrators to make adjudications to ballots with auditing and reporting capabilities. The Adjudication Application examines such voter exceptions as overvotes, undervotes, blank contests, blank ballots, write-in selections, and marginal marks. The application works in two basic modes: election project setup and adjudication. The Adjudication Application can be used in a multi-client environment.
- 3.6 **Implementation Services and Training.** Dominion will provide the following training as described herein.
- 3.6.1 **Project Management Support.** Dominion will provide project management

support to oversee the general operations of the project through the Agreement Term. The project manager shall be responsible for arranging all meetings, visits and consultations between the parties and for all administrative matters such as invoices, payments and amendments. The Parties shall develop and finalize a project implementation plan including a training and delivery schedule. The Parties agree that during the course of the implementation, changes to the project schedule may be required. Any changes to the project schedule must be mutually agreed to by both Parties and such agreement shall not be unreasonably withheld.

- 3.6.2 ImageCast® X – This training introduces the ImageCast® X system with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, Election Day setup and operation, and troubleshooting.
 - 3.6.3 ImageCast® ICC – This training introduces the ImageCast® ICC with an emphasis on the operation of the hardware. Students can expect to learn general operations, logic and accuracy testing, ballot scanning operation, and troubleshooting.
 - 3.6.4 EMS Server Installation, Configuration & Testing. Dominion will provide a minimum total of one (1) day of direct onsite support for EMS Server installation, configuration & testing.
 - 3.6.5 Democracy Suite® EMS System– This training covers the restoring election project backups, creating ICX, ICC and ICXVA files, tally and reporting.
 - 3.6.6 System Acceptance Testing Support. Dominion will provide direct onsite training and support during the System Acceptance Testing period.
 - 3.6.7 Pollworker Train the Trainer – This provides training to the Customer staff on operations of a polling location including the ImageCast® X, ICX Card activation, testing and troubleshooting.
- 3.7 ***Election Ballot Definition Setup.*** Dominion shall provide election setup services and support for the election database creation and ballot review for 2 Elections. Ballot definition services will be provided in English and Spanish only and will include the following: Democracy Suite Election project setup, provide the Mail Ballot/Absentee PDF artwork, verification and proofing for each Election, provide audio setup for audio voting using a synthesizer. Any outside recording charges would be at the Customer's expense.
- 3.8 ***Travel and Expenses included.*** All costs of Dominion transportation, lodging and meal expenses are included during the Agreement Term.
- 3.9 ***Ongoing telephone support.*** Telephone support shall be available for Customers during the Term of the Agreement at no additional costs.
- 3.10 ***Other Services, Consumables or Equipment.*** Any other services, consumables or equipment not specifically identified in this Agreement are available for purchase by the Customer at the then current Dominion list price.

- 3.11 ***Disposal of Present Voting Systems.*** Dominion and County agree that Dominion shall dispose of the present voting machines possessed by the Customer at no cost to Customer and in accordance with HAVA specifications.

Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Roy Beckwith

Address: _____

City: _____ Zip: _____

Phone #: _____

Date: _____ Agenda # 3.25

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

 Support Oppose Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

 Support Oppose Neutral

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda/Public Comment:

Notwithstanding any other provisions of these rules, a member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES. Donated time is not permitted during Public Comment.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin to flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman, may result in removal from the Board Chambers by Sheriff Deputies.