



SHORELINE CITY COUNCIL COMMUNITY GROUP PRESENTATION GUIDELINES

Under the [Shoreline City Council Rules of Procedure](#), Section 5.4, the Council shall make available at one meeting of each month, a *Community Group Presentation*. The order of business shall omit Council Reports and include Community Presentations following the Consent Calendar. The intent of the presentations is to provide a means for non-profit organizations to inform the Council, staff, and public about their initiatives or efforts in the community to address a specific problem or need. The presentations are available to individuals who are affiliated with a registered non-profit organization. In order to schedule the presentation, two Councilmembers under Rule 3.2B must sponsor the request. The presentations shall be limited to 30 minutes, with approximately 15 minutes for the presentation and 15 minutes for questions. Guidelines for presentations include:

- A. Each organization or agency may complete a request form and submit it to the Shoreline City Manager's Office. The blank form shall be available on the City's website and from the City Clerk's Office.
- B. For planning purposes, the presentation must be scheduled on the agenda planner at least four (4) weeks in advance of the meeting date requested.
- C. Information and sources used in the presentation should be available in hard copy or electronically for reference.
- D. Up to three (3) members of the organization are invited to participate.
- E. The presentation must support the adopted position/policy of the organization.
- F. The presentation should be more than a general promotion of the organization. The information presented should be about specific initiatives/programs or planning that the organization is doing which is relevant to Shoreline residents and government.
- G. Presentations shall not include:
 - 1. Discussion of ballot measures or candidates.
 - 2. Issues of a partisan or religious nature.
 - 3. Negative statements or information about other organizations, agencies or individuals.
 - 4. Commercial solicitations or endorsements.

Please complete the attached form. For questions regarding scheduling Community Group Presentations, contact Jessica Simulcik Smith, City Clerk, at (206) 801-2231.



REQUEST TO APPEAR BEFORE THE SHORELINE CITY COUNCIL

Date Request Submitted: _____

Council Meeting Date Requested: _____

Name: _____

Title or Position: _____

Nonprofit Organization: _____ Registration #: _____

Address: _____

Email Address: _____

Phone Number: _____ Website: _____

Topic: Please provide an overview of the presentation you wish to make and statement of action you wish Council and/or the community to take if relevant. Attach additional sheets if necessary.

I have read Council Rule 5.4-Community Group Presentations and affirm that my presentation will comply with this rule.

Signature of Requestor: _____

(1) Sponsoring Councilmember: _____

(2) Sponsoring Councilmember: _____

This form must be returned to the Shoreline City Council Office four (4) weeks prior to the City Council meeting date requested. For confirmation, staff from the Council Office will contact you to discuss arrangements. Please send this form to:

Shoreline City Council
17500 Midvale Avenue North
Shoreline, WA 98133-4905
Email: Council@shorelinewa.gov

The City of Shoreline will not discriminate against qualified individuals with disabilities in the City's services, programs or activities. All meetings are wheelchair accessible. Reasonable accommodations for individuals with disabilities are available upon request. Call the City Clerk's Office at (206) 801-2231 at least 48 hours before the meeting; TTY service (206) 546-0457.