



10400 Detrick Avenue
Kensington, Maryland 20895-2484
(240) 627-9400

Special Assistant to the Commission
(240) 627-9425
(301) 949-2577 (fax)

Guidelines for Addressing the Commission

Citizen interest in the Housing Opportunities Commission proceedings is appreciated and valued. Individuals who would like to address the Commission may do so under the Community Forum at our monthly Commission meetings. *Please note that all Commission meetings are recorded and archived.*

As a courtesy to all members of the community who wish to participate in Commission meetings, please observe the following guidelines:

1. Complete the **Request to Address the Commission Form** and deliver it to the **Special Assistant to the Commission** prior to the Commission Forum section of the agenda.
2. The form and any additional information you provide will be given to the Chair of the Commission prior to the start of the meeting.
3. Your name will be called when it is your turn to speak.
4. When you are called please proceed to the presenter's chair, state your name and title if representing an organization and relationship to HOC for the Commission.
5. The Commission will listen to your comments and may ask you some questions for clarification during the Community Forum.
6. You will have three (3) minutes to address the Commission. (If additional time is required, a staff member will be assigned to meet with you privately so that the issue may be immediately addressed in more detail.)

If you have additional procedural questions or require any aids or services to fully participate in this meeting, please contact Patrice Birdsong, Special Assistant to the Commission at (240) 627-9425 or via e-mail: patrice.birdsong@hocmc.org.



Request to Address the Commission

Name of Speaker	Today's Date	Commission Meeting Date
Name of Other Concerned Citizens (if Speaker is Representative for a Group)		
Speaker's Phone Number	Speaker's Email Address	
Speaker's Address (Street, City, State, Zip)		
What is your relationship to HOC? <input type="checkbox"/> Landlord <input type="checkbox"/> Neighbor <input type="checkbox"/> Resident <input type="checkbox"/> Vendor <input type="checkbox"/> Other _____		
Is the subject you wish to discuss on today's Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list the names of any HOC staff persons with which you have discussed your concern/issue, if any.		
Please provide a brief description of the concern or issue you wish to present to the Commission:		

Office Use Only:

Request Received By (Print)	Date Received
Division/Department/Personnel Assignment	
Follow-up Action	