

Montana Council on Developmental Disabilities
POLICY # 8.3
ADOPTED June 19, 2008

Guidelines for Presentations and Speakers

When a speaker is invited to make a presentation at Committee or full Council meetings, the following procedures will be used:

1. The purpose of the presentation is clearly identified. Questions will be developed to be answered during the presentation. For example, how many individuals with developmental disabilities have benefited as a result of this contract? What recommendation do you have for future Council action? What did you learn as a result of this contract? Presentation requests can be made by either members or staff.
2. Staff will invite the speaker and let the speaker know how much time has been allotted to them for the presentation and for questions.
3. Staff will prepare a summary of the presentation and this summary will be added to the minutes of the Committee/Council meeting. Staff will complete the "Background for Council Presentation" form.
4. During presentations by invited speakers, Council members will hold questions until the end of the presentation and avoid conversations.

BACKGROUND FOR COUNCIL PRESENTATION FORM

Audience: _____
Council or Committee

Name of Group/Project/Contract _____

Date: _____ Time allotted _____

Purpose _____

Connection to State Plan _____

Invited Speaker, Name, Address, Phone, Email

