If you wish to speak on an item and to receive the meeting password:

* **By 8:45 a.m. on the day of the Board Meeting:**
  + Send an email to [clee@scwa2.com](mailto:clee@scwa2.com)
    - In the subject line, indicate: May 14, 2020 Board Meeting Speaker Comment
    - In the body of the email, indicate:
      * Your name
      * Who you represent (i.e., self, another person, an organization)
      * The item number and name you wish to speak on
      * Whether you definitely want to speak, or you are unsure and will decide during the item whether you want to speak
      * Whether you intend to participate via videoconference or telephonically
      * If calling in, please provide the last three digits of the phone number you will be calling from

The Clerk will respond to your form or email with the password for the meeting.