



Nashville Health & Well-being Leadership Council Appearance Guidelines

The Nashville Health & Well-being Leadership Council (NHWLC) regularly meets on the third Tuesday of the month. Community members can request to appear before the Council.

Process to request to appear before the Nashville Health & Well-being Leadership Council:

- Requests must be received by noon on the Friday before the scheduled meeting.
- The request should be made by emailing NHWLC@nashville.gov. The email should include the topic, brief explanation what the speaker wants to share, and a phone number.
- Once the request to appear has been approved you will be notified by email. This email is your receipt that your request has been received and approved.

Protocols and processes that apply when addressing the NHWLC.

- Please be a few minutes early to check the speaking order. Staff members will be present to assist you if needed.
- All speakers are limited to three minutes. The length of time may change at the chair's discretion.
- You should begin your comments by stating your name and your address for the record. For example, "Good afternoon Chair, members of the council. My name is John Citizen and my address is 123 School St. in Nashville." It is important that we have your contact information in case follow-up is necessary.
- Avoid repeating points made by other speakers. Council members appreciate any new information you can present.
- During your comments please be mindful to not disclose any information that could jeopardize the privacy rights of any community member.
- You may not distribute materials, printed or otherwise, directly to council members during the meeting. If you would like to distribute materials, please submit these by bringing 25 printed copies to the meeting. Staff will distribute the material as deemed appropriate by the chair.
- You are not required to speak for the full time. If you complete your thoughts early that is fine.
- At the close of your comments simply say, "Thank you for your time," and return to your seat.
- If you would like to contact council members outside of the meeting, please submit that request at NHWLC@nashville.gov and the request will be shared with the member.

If you have additional questions please contact: NHWLC@nashville.gov, or call 615-340-5321.