



THE FLORIDA HOUSE OF REPRESENTATIVES

Tallahassee, Florida 32399-1100

REPRESENTATIVE
DEBBIE MAYFIELD
54TH DISTRICT

MEMORANDUM

To: All Interested Parties
From: Representative Debbie Mayfield
Subject: Indian River County Legislative Delegation Meeting
Date: November 19, 2012

The Indian River County Legislative Delegation will hold a meeting on **Wednesday, December 19, 2012 from 9:00 A.M. until 12:00 P.M.** at the City of Vero Beach, in City Hall, located at 1053 20th Place, Vero Beach, FL 32960.

If you would like to be placed on the agenda to discuss issues pertaining to the State, please:

1. Contact Audra Robitaille with Representative Debbie Mayfield's district office at 772-778-5077 or audra.robitaille@myfloridahouse.gov by **Monday, December 10, 2012**.
2. Fill out and return the attached "Participant Request Form" no later than **Wednesday, December 12, 2012**.
3. Please submit **three (3) copies of all handouts** and other information to Representative Debbie Mayfield's office by **Wednesday, December 12, 2012**.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in the proceedings should notify Audra Robitaille at 772-778-5077 or audra.robitaille@myfloridahouse.gov at least 48 hours prior to the meeting.

REPLY TO:

1053 20th Place, Vero Beach, FL 32960 (772) 778-5077 FAX: (888) 544-0393
 317 House Office Building, 404 South Monroe Street, Tallahassee, Florida 32399-1100 (850) 717-5054
House of Representatives' Website: www.myfloridahouse.gov

**INDIAN RIVER COUNTY LEGISLATIVE DELEGATION
PARTICIPATION REQUEST FORM
2013 LEGISLATIVE SESSION
Hearing: Wednesday, December 19, 2012**

**** MUST BE TYPED OR PRINTED ****

Name of Organization:		
Contact Person:		
Address:		
City:	State:	Zip:
Phone:	Mobile:	
Email:		
Name of person speaking:		
Is this a funding request? Yes ___ No ___		
Is this a legislative proposal? Yes ___ No ___		
Plan/Objective:		
Requested Delegation action:		
Have you met with a State Legislator regarding this issue? Yes ___ No ___		
If yes – Who have you met with:		
Will you be distributing materials at the hearing? Yes ___ No ___		

Please return this form by Wednesday, December 12, 2012, to:

Audra Robitaille
Legislative Aide to Rep. Debbie Mayfield, District 54
1053 20th Place
Vero Beach, FL 32960
audra.robitaille@myfloridahouse.gov
772-778-5077

INDIAN RIVER COUNTY LEGISLATIVE DELEGATION
2013 LEGISLATIVE SESSION
Hearing: Wednesday, December 19, 2012

In order to be placed on the agenda, all presenters must complete and return the attached Participation Request Form no later than Wednesday, December 12, 2012.

In order to have additional information included in the members' notebooks, please provide **3 copies** to the address below no later than Wednesday, December 12, 2012.

It is suggested that the information be presented on organization letterhead and that it include any of the following information that is available:

- Legislative topic
- Brief statement of the issue
- Existing legislation by statute number
- Any necessary changes to existing legislation or proposed language if the issue calls for new legislation
- Supporting statistical information (state and local, as applicable)
- Project costs associated with the issue
- Names of any Legislators that are already supporting this issue
- List of known groups, coalitions, associations, lobbyists, etc. that support or oppose the issue

Please limit responses to two pages. If you have questions or need additional information, please call or email the contact below.

To be placed on the agenda, please return the attached form by Wednesday, December 12, 2012.

Contact: Audra Robitaille
 Legislative Aide to Rep. Debbie Mayfield, District 54
 1053 20th Place
 Vero Beach, FL 32960
 audra.robitaille@myfloridahouse.gov
 772-778-5077

INDIAN RIVER COUNTY LEGISLATIVE DELEGATION

Information Sheet

Thank you for your interest in addressing the members of the Indian River County Legislative Delegation at the upcoming public meeting. The public meeting affords you the opportunity to briefly update the entire assembled delegation on your ideas. The delegation is interested in making the process as expeditious as possible and allowing you the best opportunity for legislative success.

Please keep in mind that any general legislation or local bill must be sponsored by a member of the Legislature. Please obtain this sponsorship prior to the meeting date. At least one delegation member attending the meeting at which you are presenting should have a working knowledge of your request.

If you are submitting a local bill request, please have the bill drafted and a copy sent to each member of the delegation no later than **Wednesday, December 12, 2012**. Please also submit the Economic Impact Statement form, Local Bill Certification form, and adhere to public advertising requirements in a timely manner. A statement by an attorney that indicates that the proposed bill cannot be accomplished by local ordinance or rule is required. Please be certain that the appropriate local board, district, or commission has approved the local bill and voted on the changes.

Please be aware that an appearance at the delegation meeting does not ensure that your bill or request will be filed. You must obtain a commitment from a legislator before your request will be brought before the Legislature.

To be placed on the official agenda of the meeting, presenters must complete a "Participant Request Form" (a copy of which is attached) and submit three (3) copies of all printed materials to the office of the Chair, Representative Debbie Mayfield, by **Wednesday, December 12, 2012**.

All presenters, including those scheduled to make public comments will have **THREE minutes** to address the delegation, and afterward the delegation members may ask you questions concerning your proposal. This time limit will be enforced as a courtesy to all scheduled speakers. Please prepare your remarks to fit within these time constraints.

We hope these guidelines will assist you in your understanding of this process. We look forward to your briefing and are pleased that you have taken the time and initiative to participate in the legislative process.

If you have any questions, please contact Audra Robitaille in Representative Debbie Mayfield's district office at 772-778-5077 or by email at audra.robitaille@myfloridahouse.gov.