As

**SCMA BOARD PRESENTATION PROCESS**

1. **Prepare a written statement or summary (not to exceed one page) identifying :**

* **The Author (Yourself)**
* **Your Job Classification**
* **The problem or concern.**

1. **Provide a packet with supporting and background information that substantiates your problem or concern.**
2. **If the Problem or Concern is a Compaction Issue; provide**

* **Organization Chart**
* **Job Specifications ( MQ’s) for all impacted classes**

1. **Prepare 6 Hard Copy Packets and 1 Electronic Packet (include)**

**all Supporting Documentation**

* **Stated Problem-Concern**
* **Supporting Background Information**
* **Resolution You are Seeking**

**4. Contact a Board Member and Request to Address the Board**

**Addressing the SCMA Board**

**Be Prepared for an Oral Presentation, maximum time is 10 minutes.**

1. **Presentation should include Handout Packets (summarize contents of packets).**
2. **Oral Statement of the Problem-Concern**
3. **State the Resolution you are seeking**
4. **Be Prepared for Questions and Answers**

**Note: The Board will not make a decision during or immediately following your Presentation.**