

BEFORE ADDRESSING THE COMMISSION

Print your name and indicate if you represent yourself or identify the name of the business or organization you are representing on the sign-in log located on the table next to the rear entrance door.

WHEN YOU ARE RECOGNIZED TO SPEAK BEFORE THE COMMISSION

State your name and if applicable, the name of the business or organization you represent.

Distribute to the Commission any documents or visual aids you may want the commissioners to have during your presentation. You will be directed to a seat at the table facing the commission.

Speak in a tone that enables everyone in the room to hear you.

Address your comments to the Commission in the form of a statement. Please do not quiz or cross-examine the Commission, or engage the staff or audience in conversation.

Please respect the time limit: **6** minutes for individuals; **10** minutes for one member representing a business or organization.

If you have addressed the Commission before on the subject you will discuss, avoid repeating information covered previously.

Do not discuss open complaint cases and investigations. Doing so may jeopardize the Commission's legal jurisdiction to consider penalties in these matters if they are represented to the Commission for a final administrative decision.