

# ALCOHOL LICENSE REVIEW COMMITTEE RULES OF PROCEDURE

The Chairperson of the Alcohol License Review Committee (ALRC) is the presiding officer at tonight's ALRC meeting. It is ~~his~~their duty to ensure that the meeting is run efficiently and in an orderly fashion. The following rules assist the Chairperson in running an orderly meeting.

1. You are required to fill out a registration form and give it to the Clerk if you are planning on speaking to the Committee. This applies to license Applicants as well as interested members of the public.
2. You may not speak regarding an Agenda item until you are called to the Committee by the Chairperson.
3. If you are an Applicant, you may approach the Committee when your Agenda item is called by the Chairperson. If you have brought personnel and/ or ~~adviser's~~ advisors with you, with the exception of your attorney, please do not have them approach the Committee with you unless and until the Chairperson makes the request.
4. When the Chairperson calls your name, you may approach the Committee and be seated. You will have three (3) minutes to speak to the item for which you registered to speak. You are to speak to the Committee during these three (3) minutes. At the end of your three (3) minutes you are to leave the table or podium and return to your seat in the gallery.
5. You may not address the Committee at any other time other than during your three (3) minutes unless the Chairperson asks you a question.
6. You may not address other registered speakers or Committee members when you are seated in the gallery. Outbursts and responses to Committee members or registered speakers who are currently speaking interfere with running an orderly meeting. The Chairperson will admonish any person talking at an inappropriate time or in an inappropriate manner and has the right to have them removed from the meeting.

