

# **ALCOHOL LICENSE REVIEW COMMITTEE RULES OF PROCEDURE FOR ONLINE MEETINGS**

The Chairperson of the Alcohol License Review Committee (ALRC) is the presiding officer at tonight's ALRC meeting. It is 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 online and submit it electronically 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 before 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 and you are unmuted. If you have brought personnel and/or advisors with you, with the exception of your attorney, please do not have them address the Committee with you unless and until the Chairperson makes the request.
4. When the Chairperson calls your name, and you are unmuted, you may address the Committee. 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 should wait online and be ready to answer any questions.
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 except during your allotted three (3) minutes. 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.