

Time Guidelines & Procedures

- 1) Guests/Applicants will have 15 minutes to present their information to the SWAC and audience.
- 2) Each Commissioner will be permitted to ask questions of the guest/applicant, no statements will be made at this time.
- 3) Audience members will be permitted to ask questions, but not make statements, of the guest/applicant. One question per person will be permitted until all audience members with questions have been given an opportunity to ask a question. Questions will continue for a maximum of 15 minutes.
- 4) Each commissioner will be permitted to make statements for a total of three minutes each.
- 5) Audience members will be permitted to make statements for a total of three minutes each. Audience comments will be limited to a total of 15 minutes.
- 6) Guests/Applicants will be permitted to make a final statement for a maximum of five minutes.

Notes:

1. If time permits the chair may allow more time for comments or questions.
2. Anyone interrupting guests/applicants, commissioners and/or audience member comments or questions will be asked to leave.