

Consumer Council System of Maine
Statewide Consumer Council

MEETING GUIDELINES FOR GUESTS

The Statewide Consumer Council (SCC) welcomes guests who wish to attend its meetings. To conduct business in an orderly way, while still receiving the benefit of guests' ideas and contributions to the work of the Council, the SCC offers the following guidelines:

1. Guests are asked to provide advance notice of their intent to attend an SCC meeting, if at all possible.
2. Guests are asked to provide information or comments in writing, if their attendance is focused on a particular topic.
3. Guests will be introduced by the SCC representative from their region or local council, if known to the representative. If not known, guests will introduce themselves and state their town of residence. The SCC representative from that area will reintroduce himself/herself, letting the guest know that if questions or concerns arise for them during the meeting, he/she will be available to address the matter at a meeting break.
4. Guests may expect time(s) for guest/public comments at every meeting, so the SCC may benefit from their knowledge, insights, and ideas.
5. Guests needing any special accommodations are asked to make such requests at least one week in advance, whenever possible.

Adopted: March 26, 2010