

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. The SCC values the opinions of all guests and has structured meetings in order to accommodate hearing all voices in attendance. The morning portion of each SCC meeting is scheduled for council business while the afternoon portion is scheduled for guest speakers etc., at which time guests are welcome to participate. There is also a guest/public comment time at every meeting so the SCC may benefit from the guest knowledge, insights and ideas. 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. If at all possible, guests are asked to provide advance notice of their intent to attend an SCC meeting. This is so the space can be set up accordingly.
2. Guests are asked to provide information or comments in writing, if their attendance is focused on a particular topic.
3. While in attendance, guests are asked to sit behind their SCC representative, if known or possible. The guest 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 and the SCC representative from that area will reintroduce themselves to the guest, letting the guest know that if questions or concerns arise for them during the business portion of the meeting, he/she will be available to address the matter.
4. Guest may ask questions during the meeting by passing a note to their regional representative. The representative will then present the guests question or concern when acknowledged by the chair. (NOTE: Remember, we have changed the meeting format so that when we have guests or speakers, all peers in attendance are welcome and encouraged to participate)

5. Guests needing any special accommodations are asked to make such requests at least three weeks in advance.
6. Guests should bring their own meals to the meeting. Meals are provided for SCC members and staff. If extra food is available after all SCC members and staff have eaten, we will invite guests to join us.
7. Guests are asked to turn off or silence cell phones and other electronic devices so as to cause minimal disruption to the meeting.
8. Out of respect for the work of the CCSM, disruptive and disrespectful behavior during the meeting will not be tolerated. Any of these behaviors will be addressed by the SCC in private. If the behavior continues, it will be addressed publicly, including being asked to leave if necessary.

Adopted: March 26, 2010

Revised: September 27, 2015