

3772-2-04

Requests to Address the Commission.

(A) Unless otherwise authorized by the Executive Director, an individual who wishes to address the Commission at a meeting shall submit a written request to address the Commission to the Executive Director at least five (5) business days before the scheduled meeting.

(B) The written request shall contain, at a minimum, the following information:

(1) The name of the individual who wishes to address the Commission;

(2) The person the individual represents;

(3) The issue about which the individual wishes to address the Commission;

(4) The amount of time the individual requests;

(5) The business address and business telephone number at which the individual may be reached.

(C) The individual requesting an allotment of time shall submit to the Executive Director at least three (3) business days before the Commission meeting any documentation supporting the individual's position and that the individual wants the Commission to review. The Executive Director may require the individual to supplement the written request or to submit additional supporting documentation. The individual submitting any documentation must submit ten (10) copies of the documentation for distribution to the Commission.

(D) The Executive Director may deny any request to address the Commission if the individual fails to comply with subsections (A), (B) or (C) above.

(E) The Commission staff shall notify the individual of the Executive Director's decision regarding the individual's ability to address the Commission.

(F) If the Executive Director denies an individual's request to address the Commission, the Commission staff shall inform the Commission of the request and the denial and may forward any written information submitted by the individual to the Commission.

(G) The Executive Director may waive the time requirements set forth in subsections (A) and (C) if one of the following circumstances exists:

(1) The Executive Director determines that the issue the individual will discuss is of such import that it is in the best interest of the public to waive the time requirements;

(2) The timing of the announcement date of the meeting makes it impossible for the individual requesting the ability to address the Commission to meet the time

requirements.

(H) The Chairperson may impose such procedural and subject matter restrictions as he or she determines appropriate.

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CERTIFIED ELECTRONICALLY

Certification

09/30/2011

Date

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