

## **HEARING PROTOCOL**

Business meeting etiquette is basically good common sense, but one that takes a little practice. Here are some tips to help.

Make sure beepers, cellphones and watch alarms are turned OFF.

Gum, candy, food or drinks are not permitted.

If it is necessary to leave the meeting, please pick an appropriate time that is least disruptive to others.

Small children must be accompanied by an adult in the hearing room. When children are disruptive, they create a distraction for everyone and should be escorted quietly out of the hearing room.

Even quiet talking is distracting to both the audience and the Board.

The use of flash and/or video cameras is distracting. Permission to use such equipment during the hearing must be obtained in advance by contacting the Board's Staff Person.