

# Attend a Commission Meeting

## Meeting Etiquette

- Formal, similar to a courtroom
- You may sit anywhere in the audience, there are no assigned seats
- Please turn off cell phones
- No food and beverages allowed in the hearing room
- Comments, applause and similar displays from the audience are not permitted

## At the meeting:

- Commission Chair runs the meeting
- Meeting agenda is published two weeks before the meeting
- The meeting includes only those items listed on the agenda
- Specific topics listed for each item
- No specific time scheduled for each item, discussion continues until done
- No “open mike” time
- Staff Briefing Papers outline topics to be covered, may include recommendations
- Chair decides on breaks and lunch times
- Commissioners can’t discuss details about agenda items with individuals “off the record”
- Commissioners shall not be swayed by partisan interests, public clamor or fear of criticism
- Guest WiFi is available
- Meeting is webcast

## Speakers

- For each agenda item, Chair invites those who wish to speak to take a seat at the table at the front of the room
- Chair calls on each person to speak
- Press button to turn on the microphone
- State and spell your name
- When speaking, address the Chair and Commissioners
- If bringing handouts, please bring nine copies, hand them to Commission staff
- An overhead projector is available to display handouts
- Flash drives may not be plugged into the Commission's system to present information

## What happens next?

After the meeting, the Commission publishes individual Orders for each item, explaining the issues and reasons for the Commission's decision

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Commission

**Minnesota Public Utilities Commission**

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