



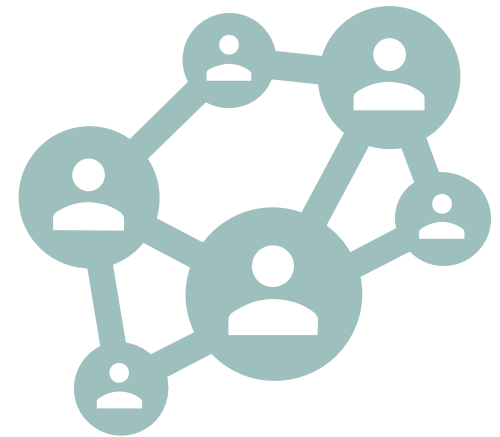


TAB/CAC MEETINGS

- Roles
- Responsibilities
- Protocol
- Professionalism

Secretary

- Independent Contractor with the County
- Supervised by the Liaison
- Prepares the agenda
- Prepares the minutes
- Posts agendas
- Records meetings
- Receives and responds to correspondence



All Board Members

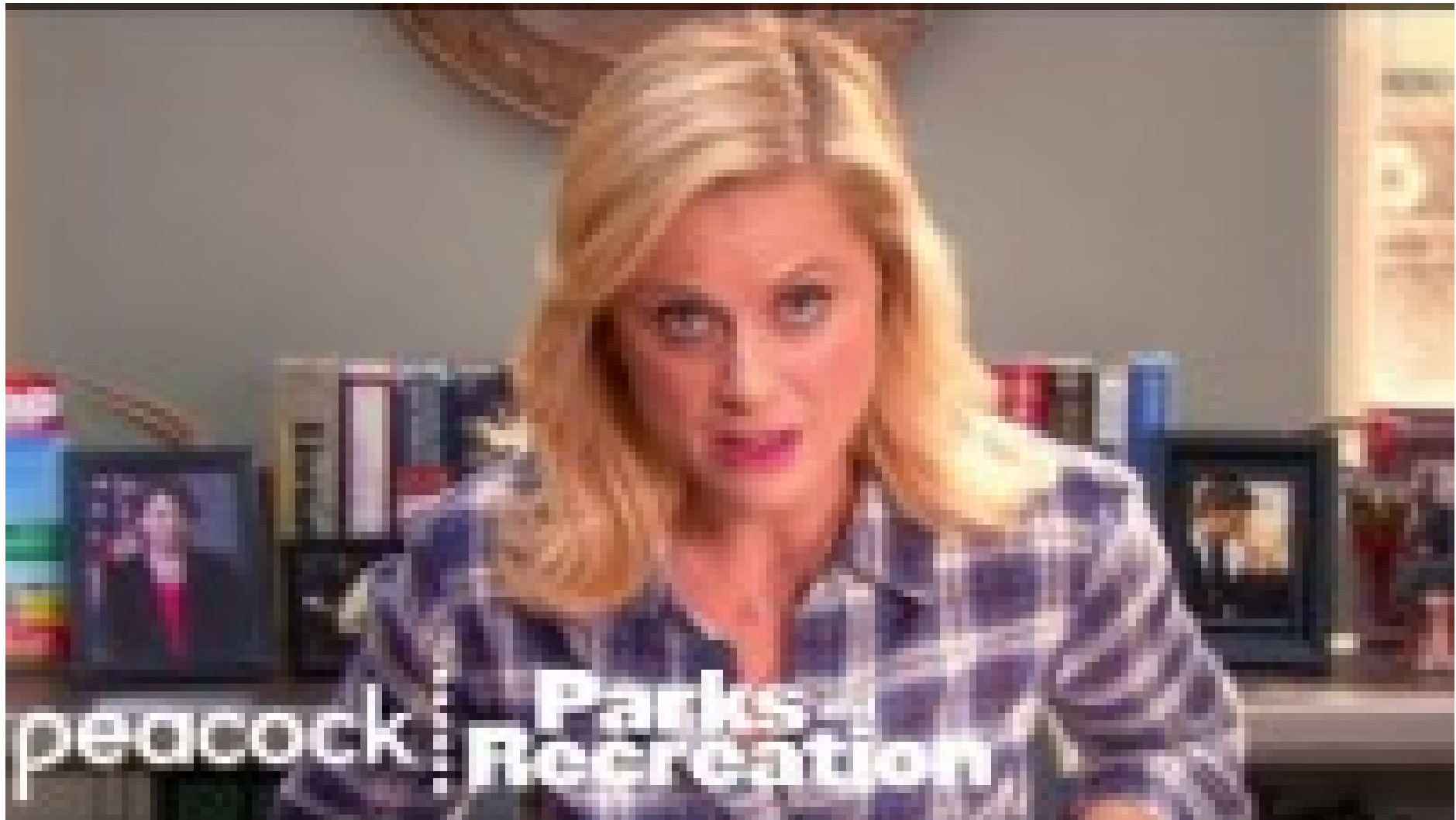


Do:

- Attend meetings
- Prepare for the meeting
 - [Liquor Board Meeting](#)
- Remain attentive
- Follow the direction of the Chair
- Ask questions during the meetings
- Make motions
- Ensure recommendations are clear and conditions are enforceable
- Treat all attendees with equal respect – regardless of the nature of the item or history with the applicant/representative

[Eagleton](#)





All Board Members



Don't:

- Feel the need to speak on every item
- Dominate the discussion
- Appear to be an advocate for one side or the other
- Avoid engaging in back and forth with members of the audience
- Comment that you know what neighbors want in given area
- Use accusing, berating or sarcastic language with applicants, neighbors, staff, or fellow Board/Council members
- Try to redesign the project at the podium



Chair & Vice Chair

- Run the mechanics of the meeting including setting the tone and expectations at the beginning
- Conduct the meeting in a timely and orderly manner
- Clearly read item into the record
- Keep the meeting under control and on task
- Clearly read each item into the record
- Ensures all speakers have equal opportunity to speak



Chair & Vice Chair

- Explain the next steps in the process for both the applicant and audience's benefit
- Remind everyone that comments should be addressed to the Board
- Ensure that the exhibits/materials can be seen by the Board AND the audience



Liaison



- Works with the Commissioners
- Coordinates preparation of agenda and minutes with the Secretary
- Interacts with all 39 County departments
 - Constituent concerns
 - TAB/CAC issues
 - Applicant/Developer/Representative Issues
- Attends neighborhood meetings, internal County meetings (pre-apps, reviews, etc.)
- Keeps up to date on code changes, policy changes, personnel changes, etc.
- Handles intergovernmental relations and outside agency issues



Presenters/ Applicants

- Paid Professionals
- People leasing a property/space
- Prospective owners/developers
- Property Owners/Moms and Pops





Audience/ Constituents



- May be extremely knowledgeable of public hearing process

OR

- May be first time at a public meeting

- May be very invested in certain items

OR

- Could just be interested in what's going on in their community



ETTA ©1982 FORT WORTH STAR-TELEGRAM
HULME
N.E.A.



"I GUESS WE COULD HAVE OPEN MEETINGS - BUT IT'S LIKE MY GRANDDADDY USED TO SAY - "GIVE 'EM SOCKS AND THE FIRST THING YOU KNOW THEY WANT SHOES"