

## Formal Hearing

### *(Turn on tape recorder)*

“This hearing is now in session and is being tape recorded to maintain a permanent record. My name is **[name]**, and I am the hearing officer. Today is **[date]**, and the time is **[time]**.”

“The purpose of this hearing is to provide an opportunity for public comment on the rules proposed for **[adoption/amendment/repeal]** by **[agency]** regarding **[subject matter]**. These rules **[summarize rules]**.”

“In addition to presenting oral comments at this hearing, anyone may submit written comments until 5 P.M. on **[date]**, which is the close of public comment period. Send comments to **[name of person, address]**. Comments received after **[date and time]** will not be reviewed or considered by the agency unless the agency decides to extend the public comment period for everyone.”

“**[Agency]** will not respond to questions during this hearing. After the close of public comment period, I will prepare a report to the agency, which **[will be available from the agency/the agency will send to all persons who submitted comments]**.”

[*OPTIONAL*: “Because of the large number of people who signed up to speak, I ask that you limit your comment to \_\_\_\_ minutes. Again, you may submit written comments up until the close of public comment period.”]

“I will begin taking comments now.”

*(Call the name of the first person and proceed to take public comments. Thank each person after he or she has spoken.)*

“I have called the names of everyone who submitted registration cards. Is there anyone else who wishes to comment?”

“Thank you for coming and providing us with your comments. The hearing is adjourned.”