

BOARD OF SUPERVISORS PUBLIC HEARING AND CITIZEN COMMENT

RULES OF PROCEDURE

PUBLIC HEARING

The purpose of a public hearing is to receive additional facts, comments, and opinions on individual items before the Board of Supervisors.

Designated Time Limits for Speakers

Applicant: 10 minutes *(Not applicable to Budget Public Hearing)*

Representative of a group: 6 minutes

Individual: 3 minutes

- Additional time may be granted at the discretion of the Chairman.
- County staff may be contacted if you have questions prior to the hearing.

Order of Presentation

- The order of presentation at the public hearing shall be as follows, unless varied by the Chairman:
 - a. Staff report.
 - b. Applicant's presentation. *(Not applicable to Budget)*
 - c. Comments, statements, or presentations from members of the public. If a planning or zoning matter, those who are in support of the matter before the Board will speak first; those who have questions or concerns will speak next; those who are opposed will close the public comment period.
 - d. Questions from members of the Board. *(If applicable)*
- When a large group is anticipated, a speakers' sign-up sheet may be used and will be located at the entrance to the hearing room. Speakers arriving after the commencement of the hearing will be recognized at the discretion of the Chairman.
- Speakers are requested to go to the podium, microphone or location designated by the Chairman and clearly state their name and address.
- Repetitive testimony is discouraged.
- All comments shall be directed to the members of the Board of Supervisors. Debate is prohibited.

- Public remarks shall be confined to the matter under discussion and shall be relevant. The Chairman shall have the authority to end a presentation that violates these rules.
- Following closure of the public hearing by the Chairman, further public input generally will not be permitted.
- After discussion of all matters considered in the public hearing, the members of the Board of Supervisors will consider one of three actions regarding each matter:
 - Approval (with conditions, as applicable);
 - Denial; or
 - Table for further review.

PUBLIC COMMENT

The public comment period is an opportunity for citizens to address the Board concerning the services, policies and affairs of the County.

Designated Time Limit for Speakers

5 minutes per speaker, for each meeting

Presentation

- Speakers are requested to go to the podium, microphone or location designated by the Chairman and clearly state their name and address before making their comments.
- Citizens may express their views in writing in lieu of an oral presentation.
- The *consent agenda* provides a method for the expeditious handling of items that are considered routine and noncontroversial. They will be approved unanimously by a single roll-call vote of the Board. However, the public may speak to any item on the consent agenda during the public comment period.

Approved by the Highland County Board of Supervisors on September 7, 2004.