

JEFFERSON COUNTY BOARD OF HEALTH
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**POLICY FOR CASE PRESENTATIONS AND HEARING
TESTIMONY AT PUBIC MEETINGS OF THE BOARD OF HEALTH**

APPROVED: January 1, 2004
REVISED: October 1, 2007

PURPOSE

To establish guidelines to taking public testimony at hearings before the Board of Health.

RATIONALE

The Board of Health solicits and encourages public comment during Board of Health hearings to assure the opportunity for broad citizen participation. Given the occasionally contentious nature of such hearings, testimony may sometimes become emotional and overlong. By adopting reasonable guidelines regarding the nature and extent of public testimony it should be possible to obtain relevant, brief and factual information to assist the Board in its decision-making and preserve the public's right to provide testimony and comment.

STATEMENT OF POLICY

IT SHALL BE THE POLICY OF THE JEFFERSON COUNTY BOARD OF HEALTH that the following guidelines shall apply to hearing testimony at public meetings.

GUIDELINES

1. Staff will present a detailed summary of the case proposal along with any comments and recommendations it deems appropriate as well as any written comments or emails that have been received from the public. Staff will then respond to questions from the Board.
2. If they desire, the applicant or their representative(s) may make an opening statement on behalf of their proposal not to exceed five minutes total for all speakers. The applicant will then respond to questions from the Board.
3. At the conclusion of the applicant's opening statement, the President shall invite public comment.
4. All parties will be encouraged to limit their comments to factual rather than hearsay information, to refrain from personal attacks or comments, to provide technical or scientific information if possible to support their position and to avoid repeating information that has already been provided.

5. First, any party wishing to make a statement in support of the proposal may do so, limiting their testimony to no more than five minutes for each speaker. The party will then respond to questions from the Board.
6. At the conclusion of supporting testimony, any party wishing to make a statement against the proposal may do so, limiting their testimony to no more than five minutes for each speaker. The party will then respond to questions from the Board.
7. At the conclusion of opposing testimony, formal public comment is closed.
8. If they desire, the applicant or their representative may make a final statement, limiting their testimony to no more than five minutes total for all speakers. The applicant or their representative will then respond to questions from the Board.
9. After applicant's final statement, staff may make any closing comments they deem appropriate and respond to any questions from the Board.
10. Any charts, letters, petitions, photographs or other documents presented during public testimony must be given to the clerk to the Board at the conclusion of that person's testimony and will become a permanent part of the case record.