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## **.2 Procedural Rules**

- **.2.1 Application of Rules**

The rules and procedures set forth in this Title shall apply to all public hearings before the Board of Supervisors.

- **.2.2 Physical Arrangements**

A. Prior to a scheduled public hearing, the Clerk of the Board shall make all of the necessary physical arrangements in the room or chambers where the meeting will be held.

B. In general, the Board will be seated at desks or tables in the front of the room. Facing the Board will be other tables and chairs for the use of the parties at the hearing and their counsel.

C. If testimony from witnesses is to be presented at the hearing, a witness chair shall be located in a position observable and audible by the Board, the parties and counsel.

D. Convenient accommodations shall be provided for news media representatives.

E. Adequate seating arrangements facing the Board shall be provided for an audience and the general public.

- **.2.3 Audio Recordings of Proceedings**

A. In order to assure that the Minutes are as accurate as possible, all proceedings will be recorded, with the exception of closed sessions held in accordance with the Brown Act.

B. All statements or remarks must be made clearly and distinctly into a microphone. Each speaker will state their full name, location of their residence, and if they represent any party or group the full name of

the party or group for which they are speaking. This requirement is necessary if an appeal is filed from the decision of the Board, or a possible review by the Courts.

- **.2.4 Call to Order**

When all necessary parties are in attendance at the appointed time, the Chairman of the Board shall call the matter for hearing as calendared and listed on the prepared agenda. Depending on the number of interested parties, and the length of time available for the matter, the Board may limit each speaker, other than the principals and their representative, to 3 minutes in the interest of time with more time allowed at the Board's discretion.

- **.2.5 Presentation of Written Materials and/or Documentary Evidence Presented**

The Staff Report shall be made available to the Board and the public as part of the agenda packet, usually available 3 days before the proceedings. Any materials presented by the proponent, opponent, appellant, applicant or member of the public shall be made available to the Board at the same time.

- **.2.6 Identification of Speakers**

The parties involved and counsel appearing in the matter shall be asked by the Chairman to identify themselves for the record. They shall state their names, addresses, and in whose behalf they are appearing.

- **.2.7 Staff Reports**

A. The Board's staff, or the department head primarily concerned in the hearing, shall be requested by the Chairman to present the department's position with an oral report of the information contained in the staff report and state the department's recommendations. A copy of the full written report shall be part of the agenda packet available to each member of the Board not less than three days prior to the hearing. The agenda packets will be available to the public and interested parties at the same time.

B. All written materials and records made available and relied upon by the Board to make their decision automatically become part of the public record.

- **.2.8 Proponents' Presentation**

A. After the staff makes its report and recommendation, the Chairman shall request the proponents (or the appellants, if an Appeal Hearing) of the proposal or matter, or their representative, to make their presentation.

B. The Chairman then inquires of other members of the Board as to whether or not they have pertinent questions to ask the proponents.

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### **.2.9 Opponents' Presentation**

A. Following the proponents' presentation, the Chairman shall request the opponents (or if an Appeal Hearing, the proponent) of the proposal or matter, or their representative, to make their presentation.

B. The Chairman then inquires of other members of the Board whether they have pertinent questions to ask the opponents.

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### **.2.10 Public Input**

A. Prior to the conclusion of the hearing the Chairman shall allow the general public in attendance to present any pertinent evidence or opinions or statements which are relevant to the matter being heard. Such persons shall identify themselves and make their presentations.

B. The Chairman inquires whether the parties or other members of the Board have pertinent questions to ask of this person.

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### **.2.11 Rebuttal**

After all the evidence is presented the Chairman shall allow the proponents (or appellants) and the opponents (or proponent if an Appeal Hearing) or their representative to make a short rebuttal statement.

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### **.2.12 Board Decision**

At the conclusion of the hearing the Board shall deliberate and make one of the following decisions:

- A. Approve the matter;
- B. Deny the matter; or
- C. Continue to a time certain for additional information.

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