

JEFFERSON COUNTY BOARD OF HEALTH
645 Parfet Street Lakewood CO 80215
(303) 232-6301
<https://jeffco.us/public-health/>

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

APPROVED: January 1, 2004
Revised: June 16, 2015
Effective: July 16, 2015

PURPOSE

To establish guidelines for the presentation of cases, and the taking of public testimony at Board of Health meetings.

RATIONALE

To assist applicants in developing and presenting their proposals, it is appropriate to provide a detailed explanation of the Board's expectations.

The Board of Health also solicits and encourages public comment during meetings to assure the opportunity for broad citizen participation. Given the occasionally contentious nature of such meetings, 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 the presentation of cases and taking of testimony at meetings of the Board.

GUIDELINES

1. Prior to the first presentation, the president of the Board will read a summary statement regarding the manner in which cases will be presented and will swear in all parties who plan to give testimony regarding any of the cases to be heard at the meeting.
2. Department staff will present a brief summary of the case proposal, as well as any written comments or emails that have been received from the public. Staff will then respond to questions from the Board.
3. The applicant or their representative(s) shall present their request in detail, including addressing all appropriate technical and regulatory requirements. This testimony should not exceed ten minutes total for all speakers. The applicant or their representative will then respond to questions from the Board, if any.

4. At the conclusion of the applicant's presentation, public comment shall be opened.
5. All parties shall limit their comments to factual information, shall refrain from personal attacks or comments, shall provide technical or scientific information if possible to support their position and shall avoid repeating information that has already been provided. If a party agrees with previous testimony they may simply say so.
6. 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, if any.
7. At the conclusion of supporting testimony, any party wishing to make a statement in opposition to 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, if any.
8. At the conclusion of opposing testimony, public comment will be closed. Additional comment from the public will be taken at the discretion of the Board.
9. The applicant or their representative may make a closing statement, limiting their testimony to no more than ten minutes total for all speakers. The applicant or their representative will then respond to questions from the Board.
10. After applicant's closing statement, staff may make any final comments they deem appropriate and respond to any questions from the Board.
11. 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.
12. Based on the amount of time available and the number of parties wishing to testify, the Board may limit testimony time.