



Guide to Public Hearings

Welcome

BOULDER COUNTY COMMISSIONERS



CINDY DOMENICO



DEB GARDNER



ELISE JONES

Welcome to a Boulder County public hearing.
We thank you for your interest and participation in this public process.
Please let us know if you have any questions.

General Order of a Public Hearing:

- Hearing convened
- Staff presentation
- Applicant presentation (if any)
- Public comment
- Staff response (if any)
- Applicant response (if any)
- Commissioners' discussion and action

Cell phone ringers and distracting alerts must be turned off for all proceedings in the hearing room. Side conversations should be conducted outside of the hearing room.

Laptops and electronic devices are allowed (in silent mode).

Wireless Access: Please ask a staff member for how to gain access to the hearing room's wireless connection.



Addressing the Board

Public Comments

At a public hearing, the Board of County Commissioners will open the meeting for public comments. Usually there is a sign-up sheet for speakers prior to the start of the hearing. For hearings with anticipated high attendance, online sign-ups may be available in advance on the county website. The Board will hear from speakers on the sign-up sheet first (in order of sign-up) and then ask others in the audience if they wish to speak.

Speaking Protocol

When called to the microphone, a speaker should approach the podium and state his or her name and address for the record. Please speak clearly and directly into the microphone. Each meeting of the Board is video-recorded and archived as the official record of the proceedings. Speakers need to adhere to a set time limit (typically 2 or 3 minutes, depending on the hearing).

Pooled Time

Depending on the hearing, speakers may pool time up to 10 minutes if everyone who is pooling time is present. Speakers should refrain from reading long documents, which may be submitted in advance and made a part of the public record. Any documents provided during the hearing also become a part of the public record.

Note: A hearing is an official civil proceeding where it is inappropriate to cheer, boo, talk, or applaud. Members of the public are not expected to agree on all issues but must make an effort to respect the process so that all viewpoints are heard. Outcries of any kind may be construed as intimidation to suppress other opinions and will not be tolerated.

Public Meetings

During public meetings, each agenda item is scheduled for a specific time and will be noticed in advance on the Commissioners' Advance Agenda (see FAQs). Matters considered during these times may include reports from department heads or elected officials, public hearings on specific issues, work sessions, or requests for Board approval from county officials. All public meetings are open to the public, and some public meetings include a hearing (i.e., public comment) before the Board.

Business Meetings

The Board of County Commissioners conducts the routine business of the county at regularly-scheduled business meetings (generally each Tuesday and Thursday morning). This may include signing agreements or contracts, acting on personnel actions, approving expenditures, and making decisions on routine matters not requiring a public hearing. Items scheduled for discussion are listed on a business meeting agenda and are generally discussed in the order given (see FAQs). No set time is assigned to each individual item.



Frequently Asked Questions

How do I present a question or issue to the Board?

The Boulder County Board of Commissioners (Board) welcomes in-person comments on any subject during public comment sessions typically held at 11:30 am on the first Tuesday of the month (subject to change) in the Commissioners' Hearing Room. Call 303-441-3500 (or check the online calendar) to confirm schedule.

During public comment sessions, interested parties have up to three minutes to present their views on any county matter that is not already scheduled for a public hearing.

Written comments may also be sent to the Board by filling out a quick online comment form at: bit.ly/BoCoBoard.

How do I find out about scheduled business hearings and public hearings?

The County Commissioners' agenda is posted weekly at the Downtown County Courthouse at 1325 Pearl Street in Boulder. To access the agenda remotely, please look for the weekly ad in the Sunday editions of the Daily Camera or Times-Call, or search for the "advance agenda" on the county website. You may also sign-up to receive the County Commissioners' advance agenda via email or text message by a simple 2-step process on the county homepage: www.BoulderCounty.org.

What if I can't attend a hearing in person? Board meetings and hearings may be viewed live via webstream or by archived video at: bit.ly/BoCoHearings. Search that webpage or contact the Commissioners' Multimedia Specialist at 303-441-4564 for official meeting minutes.

Where can I get official copies of County

Commissioner resolutions? Search bit.ly/BoCoHearings or contact the Clerk to the Board for copies of resolutions at 303-441-4501.

How do I ask to schedule an item on the

Commissioners' Agenda? Contact the Clerk to the Board to schedule agenda items at 303-441-4501.

How do I make a public records request? Download and complete a Public Records Request form at: bit.ly/BoCoOpenRecords. You may also request a form by calling 303-441-3190.

Glossary of Terms

Amendment: A change to any previously approved document, resolution, or ordinance.

Consent Agenda: The consent agenda consists of a group or series of routine items for the Board's vote. All items on the consent agenda are approved by the Board in one motion.

Discussion Items: Discussion items are organized by department or topic and are considered individually by the Board at a business meeting. Each discussion item is listed in advance on the business meeting agenda.

Executive Session: Meetings that are closed to the public. State law allows such meetings to obtain legal advice on a limited range of subjects, such as litigation or personnel matters.

Motion: A formal proposal to put something to a vote.

Ordinance: A local law approved by the County Commissioners. This action requires a public hearing.

Proclamation: A document approved by the Board officially recognizing an event or accomplishment.

Quorum: The number of County Commissioners who must be present for the Board to transact business. In Boulder County, a quorum is two commissioners.

Referral: A request for response to a proposal that has been sent out to appropriate agencies, adjacent property owners, and other interested parties.

Resolution: An expression or decision concerning administrative matters or government business made by the Board; may require a public hearing.

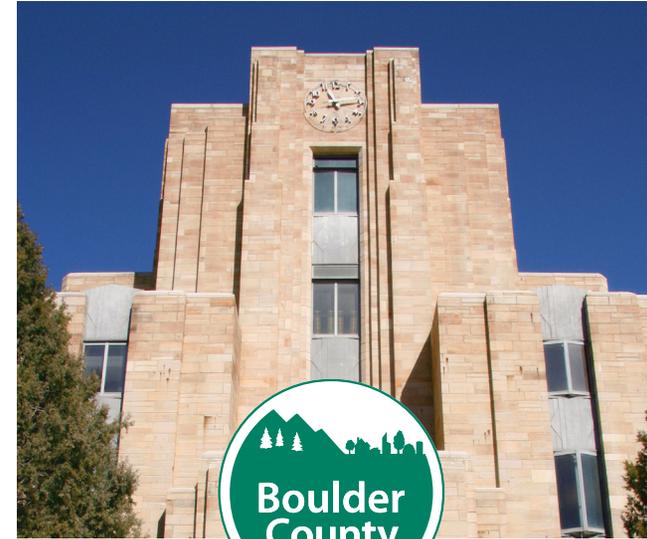
Table: To postpone consideration of a motion until another meeting. Often used to find out additional information or reconcile a scheduling conflict.



Boulder County Commissioners

Tel: 303-441-3500 | Fax: 303-441-4525
P.O. Box 471 | Boulder, Colorado 80306
Email: commissioners@bouldercounty.org

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Commissioners' Hearing Room

Downtown County Courthouse

3rd Floor, 1325 Pearl Street

Boulder, CO 80302

www.BoulderCounty.org