

---

**San Miguel County, Colorado  
Board of County Commissioners  
Public Meeting / Hearing Guidelines**

- I. **BOCC Chair calls Meeting/Hearing to order and notes attendance.**
- A. Chair identifies purpose/subject matter of meeting/hearing as stated in meeting notice.
  - B. Chair sets forth rules/protocol for meeting/hearing. Chair announces any changes to rules/protocol applicable to specific meeting/hearing.
    - 1) Members of the public who address the Board shall first sign-in. When speaking they should come forward and identify themselves for the record, stating their name and place of residence.
    - 2) Chair may set time limits on speakers. Any time limits on presentation and/or speakers should be announced in advance.
    - 3) Participants to be advised of any limitations on cross-examination of witnesses. All cross-examination by applicant/public shall be addressed to the Chair. The Board may limit direct or cross-examination which it determines to be producing cumulative or repetitive evidence, or in order to protect witnesses from harassment or embarrassment.
- II. **Staff Report presentation**
- A. Proposed exhibits, as described in staff prepared Exhibit List, shall be entered into the record. Staff has discretion on reading the Exhibit List into the record.
  - B. Staff summarizes the application, its report, and supporting documentation, to be submitted into the record.
  - C. BOCC puts questions to staff regarding its report.
  - D. Outside agency staff/officials introduced. Outside agency/staff officials are given an opportunity to present any comments/reports they may have on the application, and may be subject to questioning from BOCC.
  - E. Staff introduces the applicant, and applicant's representatives.
- III. **Applicant's presentation**
- A. Applicant to be advised not to repeat staff presentation, and any time limitations. Purpose of presentation is to supplement staff report and address issues not covered by staff, or to respond to issues and/or concerns raised by staff report. Applicant may enter additional exhibits not previously made part of the record.
  - B. Applicant may put questions to staff regarding its report, the applicant may respond to any comments/reports from outside agency staff/officials, as well as respond to public comments in the hearing record.
  - C. BOCC puts questions to applicant regarding the application and presentation.

**IV. Public input**

- A. Remind audience of any applicable time limits or restrictions on testimony. Representatives of organized groups may be asked to speak first. Attorneys or other agents are requested to identify on whose behalf they are appearing.
- B. Members of the public may address the BOCC on an application; may present written or oral evidence/testimony not previously entered into record; are advised to refrain from cumulative or repetitive evidence/ testimony.
- C. Members of the public, when recognized by the Chair, may put questions to BOCC, staff, and applicant, regarding their presentations, the application, staff reports, and public comment in the record. BOCC may place limits on cross-examination. Questions by the public of the applicant and/or other agencies/county staff should be made through the Chair.
- D. Persons engaging in disruptive behavior during the course of a public meeting/hearing, including, but not limited to, making offensive statements, engaging in offensive conduct, continuing to speak when the chair has not recognized them, or who engage in harassment or embarrassment of persons present, including arguing with or badgering of witnesses and/or members of the BOCC, may be ruled out of order by the Chair, and, if they persist in such conduct, may be ordered by the Chair to leave the meeting. In which event such persons may be forcibly removed should they fail or refuse to voluntarily leave the meeting. The Chair may suspend/recess the public meeting/hearing until the disruption ceases. The Chair determines the good of the order at a public meeting.

**V. Close/adjourn the public hearing/meeting**

- A. Upon completion of testimony, presentation of evidence, by staff, any outside agency staff/officials, the applicant, and members of the public, Chair announces that the hearing is closed to receipt of further evidence, except as otherwise specified, e.g. to receive further written evidence or legal argument.
- B. If record is incomplete, the BOCC shall continue the public meeting/hearing to a date, time, and place announced at the conclusion of the hearing/meeting, for the purpose of receiving further evidence and rendering its decision.

**VI. BOCC decision**

- A. When record is complete, all evidence which staff, applicant, or members of the public desire to submit has been received, Chair should announce that the public hearing/meeting record is closed. BOCC should proceed to deliberate and render its decision or it may take the matter under advisement to an announced date, time, and place, at which it will publicly deliberate and render its decision. Should BOCC request additional information/documentation from staff/applicant during deliberations, the meeting/hearing record should be reopened, with notice to interested parties
- B. If BOCC decision is to be reflected in a written resolution, applicant and members of the public should be so advised at time oral decision is rendered. If a written resolution is to serve as the final and binding BOCC decision, Chair should so advise.