

**KING CONSERVATION DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 09-004**

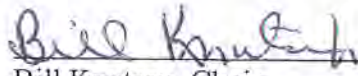
A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
KING CONSERVATION DISTRICT, KING COUNTY,  
WASHINGTON, ADOPTING A POLICY ESTABLISHING  
PUBLIC HEARING GUIDELINES.

WHEREAS, the Board of Supervisors of the King Conservation District desires to formally establish the procedures for public hearings.

BE IT RESOLVED, by the Board of Supervisors of the King Conservation District, King County, Washington, as follows:

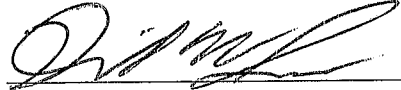
1. That the following Public Hearing Guidelines, as set out is hereby adopted and to immediately come into full force and affect from the date of adoption.
2. All District resolutions, policies, and procedures are hereby modified, amended, and superceded to be in accord with this Resolution.
3. District staff are authorized and directed to perform and carry out the terms and conditions of this Resolution.

ADOPTED by the Board of Supervisors at a regular open public meeting held on July 13, 2009.

  
Bill Knutsen, Chair

# CERTIFICATE

I, David W. Irons, Secretary of the Board of Supervisors, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 09-004 of such Board, duly adopted at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2009, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



Secretary, Board of Supervisors

# **KING CONSERVATION DISTRICT PUBLIC COMMENT GUIDELINES**

## **PUBLIC HEARINGS**

### **Introduction.**

A Public Hearing is a formal opportunity for citizens to give their view to the Board of Supervisors for consideration in its formal decision-making process. In this case, the speaker should sign his/her name on the Public Hearing Sign-Up Sheet. During the public testimony period of the Public Hearing, Supervisors, staff, and the audience will remain silent. After the last person has spoken, the hearing will be closed. If appropriate, the issue will then be opened for Supervisor discussion and decision. The audience may not comment during the Board's deliberation unless requested by the Board to do so and such request has been permitted by the Board Chair. At the Board Chair's and the Board's discretion, some questions that were brought up during the Public Hearing testimony period may be addressed by the appropriate staff member after the hearing has been closed. These Public Hearing Procedures have been established for the purpose of conducting fair and orderly Public Hearings before the King Conservation District Board of Supervisors.

### **Standard Agenda for Public Hearing.**

1. Hearing Opened.
2. Public Comments.
3. Hearing Closed.
4. Board Discussion.

#### **1.1. Public Hearing Procedures.**

1. Every person desiring to speak during the Public Comments portion of a Public Hearing before the King Conservation District must (1) sign in on the sign in sheet provided for the Public Hearing, and fill out the appropriate portions of the form completely.
2. When the Hearing is opened, the Board Chair will announce the opening of the Public Hearing, and the subject matter of the Public Hearing. The District Clerk will present the Chair with the sign in sheet for the Public Hearing.
3. The Chair will then proceed with the Agenda for the Public Hearing.
4. Each speaker will be called to the table to speak in the order appearing on the sign-in sheet. All speakers must speak from the table, give their name and address; and, if appropriate, identify any organization or group on whose behalf they are appearing and

speaking; as well as their role or position within such group or organization.

5. Unless modified by a majority vote of the Board present, the following time limits will apply to each speaker: three (3) minutes for any person speaking on behalf of themselves or in an individual capacity, and five (5) minutes for any person who is designated to speak on behalf of a group or organization. A speaker will be only permitted to speak once at any given Public Hearing. For the purposes of this rule, an organization or group is treated as an individual speaker, and may not have more than one representative speak on behalf of the organization or group. Any amendments to this section 5, modifying the time limits on individual or organizational speakers will be made in such a way to apply to all speakers at a Public Hearing evenly.
6. The Clerk will set a timer for each speaker, and will begin timing the speaker once they begin to speak. Time limits are to be reasonably and fairly enforced by the Board Chair.
7. All comments should be addressed to the Board of Supervisors, should be relevant and germane to the subject matter of the Public Hearing, and should not be of a personal nature. Comment that is not relevant to the Public Hearing is out of order; and will be addressed by the Board Chair.
8. It is expected that speakers act in a respectful manner toward all persons present at the Public Hearing, including the Board of Supervisors, the Board Chair, the Staff, other speakers, and those in the audience.
9. Unruly behavior, such as booing, hissing, or harassing remarks is prohibited. Continued behavior of this kind will be grounds to either recess the Public Hearing to another time or to have the Board Chair ask the offending speaker or members of the audience to leave the King Conservation District offices, Board of Supervisors Meeting Room, or other Public Hearing location as the case may be.
10. Submission of Written Statements. A speaker may submit a written statement in addition to or in lieu of providing testimony before the Board of Supervisors. If a speaker intends to submit a written statement into the record, an original must be submitted to the Clerk, who will add it to the Letters of Record for the Public Hearing.

11. Questions raised during Public Testimony. Any questions raised by speakers during the Public Hearing will not be answered at the time posed. Instead, any questions will be reserved to the end of the Public Hearing and, if appropriate, answered by the Board or staff following the close of the comment period.
12. A copy of King Conservation District Public Hearing Procedures will be available upon request, and shall be made available to the public at the beginning of every Public Hearing before the King Conservation District.