

**Weekly public hearing time for the  
Clark County Board of Commissioners  
is Tuesday at 10 a.m. in the  
second floor hearing room of the  
Franklin Center, 1013 Franklin Street,  
699-2232, FAX 737-6058, TDD 737-6032.  
If you are hearing impaired and you need  
an interpreter, for free services, please  
contact the office 24 hours before the meeting.**

**Here is a description of the Board's public process...**

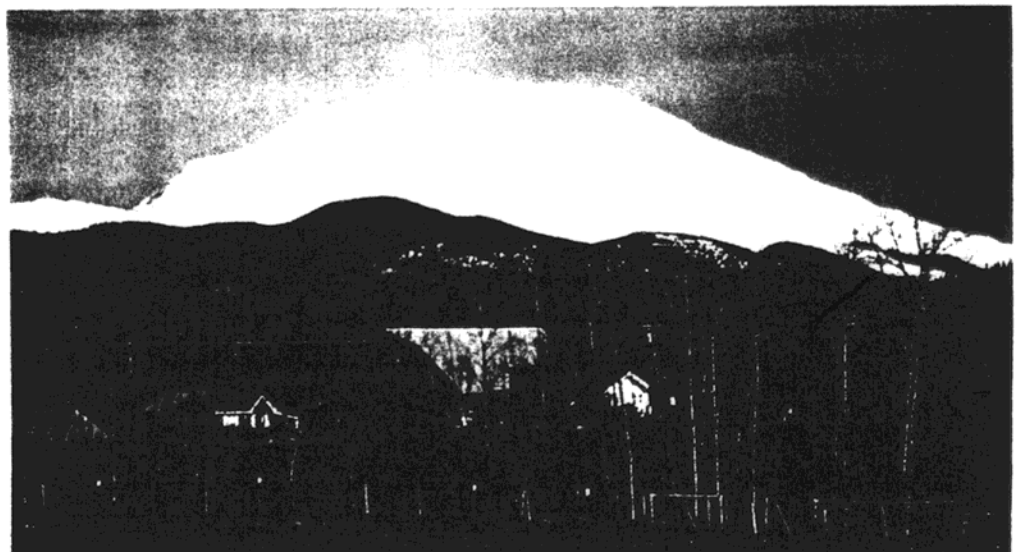
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*Produced by  
The Clark County Commissioners Office  
1013 Franklin Street  
Vancouver, Washington*

*If you have any questions about Board procedures, please call the Clerk  
or contact the Commissioners Office at 699-2232*

## **The Board of Clark County Commissioners**

*A citizens guide to public meetings and process*



### **PUBLIC TESTIMONY**

At Public Testimony, citizens ask questions or make comments on the subject at hand. To address the Board, please go to the podium and state your name and address. Always speak into the microphone. If testimony contains questions for staff, they are answered after all testimony is complete. If you agree with a previous speaker's comments, please tell the Board of Commissioners instead of presenting repeat testimony. Please give written testimony to the Clerk of the Board.

### **BID OPENING AND AWARDS**

Openings: Purchasing Department staff will open bids and read them aloud. Staff members then ask the Board for a continuation date to award the bid. The Board asks for public testimony and makes a motion to continue the hearing to the requested date and time. Awards: Staff will read a memo containing a recommendation based on their analysis of the bids. The Board asks for testimony and makes a motion based on testimony and staff recommendations.

### **SUPPLEMENTAL APPROPRIATION**

These are funding mechanisms for items previously approved on the Consent Agenda (see below). The Board asks for public testimony and then makes a motion that includes resolution numbers assigned to the items.

### **CONSENT AGENDA**

The Consent Agenda contains requests submitted by County departments. The Board does not receive formal public testimony on these requests. However, if the public has questions and/or comments, the Board of Commissioners will attempt to clarify and respond. Additionally, the Commissioners may ask for clarifications from staff. A copy of the Consent Agenda is available from the Clerk.

### **PUBLIC MEETINGS**

Public meetings are scheduled before the Board when a decision by the Hearing Examiner is appealed. The public meeting is held no sooner than 10 working days and no later than 20 working days after receipt of a timely appeal. The Board cannot receive public testimony at public meetings and can only ask staff questions of a technical nature (not opinions). Board members must review the case record before the public meeting and certify during the meeting that they have done so. The record consists of the Examiner's/Commission's decision, staff reports, written public comments and, all documents submitted by the appellant/applicant.

Based on this information, the Board must make one of the following decisions: uphold the decision as is or with modifications, overturn the decision, return the case to the original hearing body for reconsideration (remand), or hold a limited hearing to receive argument.

The Commissioners must decide if the Examiner's/Commission's decision is in accordance with county code and state statutes. Please notify the Clerk of the Board to become a party of record. The Board's decision (other than deciding to remand) is appealable to Superior Court.

### **PUBLIC HEARING**

At the beginning of the hearing, the Board asks for a staff report. Staff presents its findings and a recommendation. At the conclusion of staff's presentation, the Board asks questions of staff and then asks for public testimony.

When public testimony is complete, the Board closes the hearing to additional testimony, deliberates and makes a decision or continues the hearing if necessary.

### **MOTIONS AND VOTING**

When a member of the Board makes a decision it is in the form of a motion. (EXAMPLE: Chair, I MOVE to approve resolution.....) The Board then votes on the motion. If only two Commissioners are present, and they disagree on a decision, the hearing is continued until a third Commissioner is present to cast the deciding vote.

### **RESOLUTIONS**

After the minutes are complete, a resolution is drafted and sent to the Board for approval on the consent agenda. Copies of resolutions are available upon request.