

## 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 in the Commissioners' Hearing Room (subject to change). Call 303-441-3500 (or view calendar online) 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 (e.g., a scheduled Land Use docket hearing).

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

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

The 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 Commissioners' advance agendas via email or text message by a simple 2-step process on the county homepage: [www.BoulderCounty.org](http://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](http://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](http://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](http://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:** The regular agenda is broken down by department subject matter, as the Board considers each item individually.

**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 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.

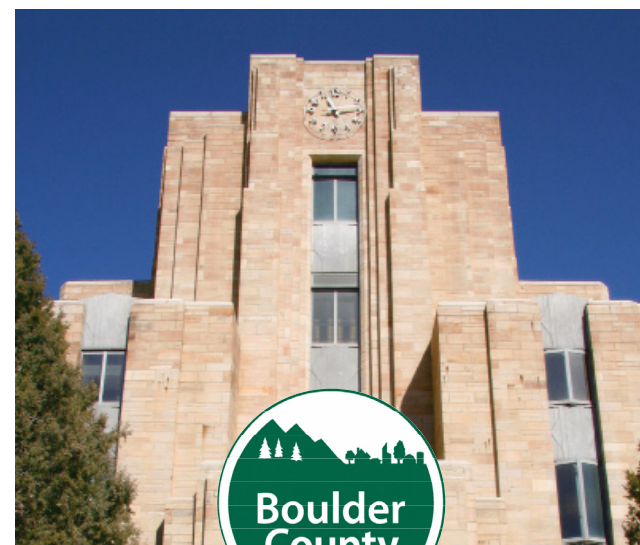
**Table:** To postpone consideration of a motion until another meeting, in order to find out additional information.



### Boulder County Commissioners

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

## BOULDER COUNTY COMMISSIONERS



# Guide to Public Meetings

### Commissioners' Hearing Room

Downtown County Courthouse

3rd Floor, 1325 Pearl Street

Boulder, CO 80302

[www.BoulderCounty.org](http://www.BoulderCounty.org)



# Guide to Public Hearings

# Welcome

BOULDER COUNTY COMMISSIONERS



DEB GARDNER



ELISE JONES



MATT 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.

## Overview of a Public Hearing

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

Cell phone ringers must be turned off for all proceedings in the hearing room. Individual conversations should be taken outside the hearing room.

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

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



## 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.

## Addressing the Board

Members of the public are welcome to address the Board of County Commissioners when the presiding chair asks for public comments. In some hearings there is a sign-up sheet for the public prior to the start of the hearing. For large hearings (i.e., those with significant public interest), sign-ups may be available starting weeks in advance on the county website. The Board will hear from those on the sign-up sheet first (in the order of sign-up) and then from others who wish to speak.

Anyone wishing to comment should approach the speaker's stand and state his or her name and address for the record. Please speak clearly and directly into the microphone. Although each meeting of the Board is video-recorded and archived, the audio recording is the official record of the proceedings. Speakers need to adhere to a set time limit (typically 2 or 3 minutes, 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.

