

# TESTIMONY PROCEDURES

Board of County Commissioners  
Housing Authority

**NOTE: Board meetings are hybrid (in person and virtual)**



## TESTIFY IN PERSON

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- Members of the public are welcome to testify in person at Board meetings.
- Upon arriving to the Auditorium, fill out the sign-up sheet located on the side tables by the entrance.
- The Board Clerk will call your name when it is your turn to testify at the meeting.

## TESTIFY IN ZOOM

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- Complete the [Board of Commissioners Public Testimony Sign-Up](#) **two hours** prior to the meeting.
- Following your registration, you will receive an email with further instructions including how to access the Zoom link.
- Your name on Zoom must match your registration login.

## TESTIFY IN WRITING

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Submit testimony to the [Clerk of the Board](#) **by 2 p.m. on the Monday before the meeting** for your testimony to be considered for the following meeting. This does not apply to community members that bring written comments or handouts to the meeting to share in person.

All testimony will be part of the record. Testimony received after the deadline will be shared with the Board but not considered in their decision.

## PUBLIC COMMUNICATION GUIDELINES

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There are **two opportunities** to speak during a regular business meeting on matters unrelated to a public hearing or a proposed ordinance (Please see below for time limits on public hearings and proposed ordinances):

1. At the start of the meeting, before Board adoption of the consent agenda. This time is limited to two (2) minutes per individual and a maximum of 10 minutes total.
2. At the conclusion of the meeting. This time is limited to five (5) minutes per individual and a maximum of 30 minutes total. This period may include communications on an agenda item for which no public testimony was provided.

## PUBLIC HEARING TIME LIMITS

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Two (2) minutes per individual and five (5) minutes for groups. The Presiding Officer may limit the time and number of persons appearing in the interest of time, unless the Board rules otherwise.

## ORDINANCE TESTIMONY TIME LIMITS

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First hearing - two (2) minutes for individuals and five (5) minutes for groups. Additional hearings - two (2) minutes for individuals and five (5) minutes for groups.

No comments are allowed during "Public Communication" on items on the agenda for a public hearing.

## WHEN IT IS YOUR TURN TO PROVIDE TESTIMONY OR COMMENTS

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When your name is called, state your full name for the record. Groups wishing to make a presentation must designate one spokesperson and avoid repetition. Careful attention to the previous speaker's remarks is helpful in this regard.

*When speaking*, the Board welcomes public opinions from all points of view.

- Testify respectfully and adhere to time limits.
- Support the rights of others to hold and express opinions that differ from yours.
- If you have any handouts or written copies of your comments, please give to the Clerk of the Board for the meeting record.

*When in the audience*, everyone has the right to present to the Board without audience interruption.

- Listen respectfully and quietly.
- Refrain from disruptive behavior when others are testifying.
- Video cameras and other recording devices are allowed if they do not block views or aisles. Please speak to the Clerk of the Board first before recording.

## ASSISTIVE LISTENING DEVICES

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Assistive Listening Devices are available for persons with impaired hearing and can be scheduled for this meeting by calling 503-846-8685 before 5 p.m., on the Monday preceding the meeting. Persons with hearing impairments may call 711 for assistance with contacting our office.

## SIGN LANGUAGE AND INTERPRETERS

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Upon request, the County will also arrange for the following services to be provided:

1. Qualified sign language interpreters for persons with speech or hearing impairments
2. Qualified bilingual interpreters

Because these services must be scheduled with outside service providers, you must notify our office by calling 503-846-8685 **before 5 p.m. on the Thursday preceding the meeting.**

