

**TOOELE COUNTY  
RESOLUTION 2021-15**

**A RESOLUTION ADOPTING PROCEDURES FOR CONDUCTING  
PUBLIC HEARINGS**

**WHEREAS**, certain Tooele County boards, councils, commissions, committees and districts occasionally conduct public hearings; and

**WHEREAS**, affected persons and others are entitled to due process and fair treatment in public hearings; and

**WHEREAS**, following the attached "Procedures for Conducting Public Hearings" will foster and ensure due process and fair treatment;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE COUNTY COUNCIL** that:

1. The attached "Procedures for Conducting Public Hearings" are hereby adopted.
2. The attached "Procedures for Conducting Public Hearings" shall be followed by all Tooele County boards, councils, commissions, committees and districts that conduct public hearings.

**EFFECTIVE DATE:** This resolution shall take effect immediately upon passage.

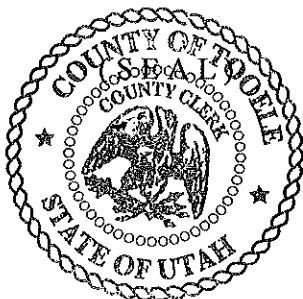
**DATED** this 4<sup>th</sup> day of May, 2021.

**ATTEST:**

  
MARILYN K. GILLETTE, Clerk

**TOOELE COUNTY COUNCIL:**

  
TOM TRIPP, Council Chair



Council Member Hamner voted	<u>aye</u>
Council Member Hoffmann voted	<u>absent</u>
Council Member Thomas voted	<u>aye</u>
Council Member Tripp voted	<u>aye</u>
Council Member Wardle voted	<u>aye</u>

Tooele County  
Res. 2021-15

**APPROVED AS TO FORM:**

 05/11/2021  
COLIN R. WINCHESTER  
Deputy Tooele County Attorney

**PROCEDURES FOR CONDUCTING PUBLIC HEARINGS**  
**Adopted May 4, 2021**

1. The public hearing must be included in the meeting agenda.
2. Notice of the public hearing must be mailed/served/posted/published as required by law. [Note: Notice requirements differ by subject.]
3. At the appropriate time during the meeting, the public hearing may be opened by motion and majority vote, or by declaration of the presiding officer if no member objects.
4. The chair should state rules for the public hearing, such as:
  - speakers must identify themselves and their area of residence at the beginning of their comments
  - speakers must confine their comments to the subject of the public hearing
  - speakers must address their comments to the committee (not to others)
  - speakers who have submitted written comments should not simply restate those comments
  - speakers should not simply reiterate previous speakers' comments
  - speakers must follow established time limits (if any)
  - speakers and others present must not engage in disruptive or inappropriate behavior
  - whether the public hearing will be closed or remain open for a stated period
5. The chair must apply rules and procedures fairly and evenly despite public clamor or fear of criticism.
6. At the conclusion of the public hearing, the public hearing may be closed by motion and majority vote, or by declaration of the presiding officer if no member objects.
7. After the period for receiving public comment has closed, committee members must consider the comments received, publicly engage in deliberations if needed, and publicly resolve the issue.