



togetherforbetter

**Roles, Responsibilities,
Protocol, & Professionalism**

All Board Members

Do:

- Attend meetings
- Prepare for the meeting
- Remain attentive
- Follow the direction of the Chair
- Ask questions
- Make motions
- Treat applicants the same at the end of the meeting as those at the beginning
- Treat all attendees with equal respect – regardless of the nature of the item or history with the applicant/representative



All Board Members

Don't:

- Feel the need to speak on every item
- Dominate the discussion
- Avoid engaging in back and forth with members of the audience
- Use accusing, berating or sarcastic language with applicants, neighbors, staff, or fellow Board/Council members
- Try to redesign the project at the podium



All Board Members

Note:

- Don't punish the applicant for making the request
- Ensure recommendations are clear and conditions are enforceable
- Extensions of time are not “another bite at the apple”
- Minutes are not verbatim
- Audience members cannot ask for changes to the minutes
- Minutes cannot be held because someone didn't review them
- Cancellation procedures



Chair & Vice Chair

- Run the mechanics of the meeting including setting the tone and expectations at the beginning
- Conduct the meeting in a timely and orderly manner
- Keep the meeting under control and on task and on topic



Chair & Vice Chair

- Clearly read each item into the record
- Ensure all speakers have equal opportunity to speak
- Explain the next steps in the process for both the applicant and audience's benefit
- Remind everyone that comments should be addressed to the Board
- Ensure that the exhibits/materials can be seen by the Board AND the audience



Secretary

- Independent Contractor or Employee of the County
- Supervised by the Liaison
- Prepares the agenda
- Prepares the minutes
- Posts agendas
- Records meetings
- Receives and responds to correspondence



Liaison

- Works with the Commissioners
- Coordinates preparation of agenda and minutes with the Secretary
- Interacts with all 39 County departments
 - Constituent concerns
 - TAB/CAC issues
 - Applicant/Developer/Representative Issues
- Attends neighborhood meetings, internal County meetings (pre-apps, reviews, etc.)
- Keeps up to date on code changes, policy changes, personnel changes, etc.
- Handles intergovernmental relations and outside agency issues



Presenters/Applicants

- Paid Professionals/Representatives
- People leasing a property/space
- Prospective owners/developers
- Property Owners/Moms and Pops



Audience/Constituents

- May be extremely knowledgeable of public hearing process

OR

- May be first time at a public meeting
- May be very invested in certain items
- Could just be interested in what's going on in their community



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