

**APPEAL HEARING PROCEDURES**  
(Appeals to Administrative Decisions by County Departments)

Chair to read legal notice into the record and note that all testimony will be sworn and recorded.  
Chair to read the following hearing procedure:

**RESPONSIBLE OFFICIAL'S TESTIMONY:**

1. Identify witnesses; present exhibits to be marked to Clerk.
2. Testimony of Official's witnesses
3. Cross-examination by Appellant/Proponent
4. Responsible Official rebuttal

**APPELLANT'S TESTIMONY:**

1. Identify witnesses; present exhibits to be marked to Clerk.
2. Testimony of Appellant's witnesses
3. Cross-examination by Responsible Official/Proponent
4. Appellant's rebuttal

**PROPONENT'S RESPONSE:**

1. Identify witnesses; present exhibits to be marked to Clerk
2. Testimony of Proponent's witnesses
3. Cross-examination by Appellant/Responsible Official
4. Proponent rebuttal

**INTERESTED PARTIES TESTIMONY:**

Interest parties with actual knowledge of the appeal issued.

**FINAL ARGUMENTS**

**BOARD DISCUSSION**

**DECISION DATE**

After reading the above procedure, the Chair is to ask each party/attorney in turn:

*"Whom do you intend to call as witnesses? Do you have exhibits to be marked at this time, if so, please submit them to the Clerk".*

The Chair to swear in individuals as they prepare to testify as it assures that it is captured on the record.

*"Please stand and raise your right hand...do you affirm that your testimony will be truthful and that you will testify under the penalty of perjury"?*

All witnesses must sign the attendance roster and state their name and address when approaching the microphone.

The Board may recess at any time to confer with the Board or to take a break.

The Board may ask questions of any party at any time during the hearing.