

## SUMMARY OF HEARING PROCEDURES

**Sign-in to Speak:** A roster will be found on the table near the speaker's podium. Those who wish to testify must sign in before witnesses are sworn. All speakers will be called from this list.

**Administration of the Oath:** All those planning on presenting testimony at the hearing will be asked to stand, raise their right hand and recite the oath administered by the Chief Clerk.

**Exhibits:** Please submit all exhibits to the Chief Clerk for labeling before the hearing is called to order. The Board must retain all exhibits until a decision is filed and the appeal period of thirty days has ended.

**Speakers:** Please state your name and address and agency or group you represent for the benefit of the record prior to testifying. When referring to an exhibit, please state the exhibit letter.

**Time Limits:** If necessary, the Chair may employ a time limit of three to five minutes for individuals and ten minutes for organized groups.

**Testimony:** The Boundary Review Board Act requires the consideration of certain factors and specifies objectives the Board must seek to accomplish as well as complying with the purpose of the Act and of SEPA and GMA. Testimony and evidence related to these factors and objectives, the purpose of the Act, consistency with GMA and SEPA is the most effective.

**Cross-Examination:** Witnesses generally may not question other witnesses or the Board. The Chair may allow cross-examination of expert witnesses under limited circumstances.

**Rebuttal:** The Chair may limit rebuttal. Rebuttal must be prefaced by a recitation of the disputed evidence. Rebuttal may not include closing statement, a summary, or any new evidence.

**Board Decision:** The Board reviews on the record the factors to be considered by the Board (RCW 36.93.170), the objectives of the Boundary Review Board (RCW 36.93.180), consistency with the Growth Management Act (RCW 36.70A) and the requirements of the State Environmental Protection Act (RCW 42.21 C and WAC 197-11). The Board must discuss on the record the evidence and exhibits and state how they relate to the above mentioned criteria. After the record is made, the Board may then either approve, modify or deny a proposal. (RCW36.93.150)

**Written Decision:** The Board has 40 days from the final public hearing but not more than 120 days from the date that jurisdiction was invoked to file its written decision.