

WCHO		Policy and Procedure	
Department: Governing Body & Director's Office Author: S. Sheldon		<i>Testifying At Public Hearings</i> Local Policy Number (if used)	
Revision Date	Approval Date	Implementation Date	
	3/7/07		
Archive Information			
Date:			
Reason:			

I. PURPOSE

To establish guidelines for giving testimony at public hearings by staff of the Washtenaw Community Health Organization.

II. POLICY

Staff of the WCHO who wish to present testimony at public hearings, or are requested to present testimony as a representative of WCHO, shall do so in accordance with the procedures established in this policy.

III. APPLICATION

All staff of the WCHO.

IV. DEFINITIONS

Designated representative - a staff member authorized by the Director's Office to officially represent WCHO at a public hearing.

Public hearing - an opportunity for members of the public to present testimony on a specified topic(s).

Staff member - an employee, contractual worker, student or volunteer.

V. STANDARDS

None

VI. EXHIBITS

None

VII. REFERENCES

Reference:	Check if applies:	Standard Numbers:
Washtenaw County Policy and Procedures Manual, Vol. 2, Personnel.	X	

VIII. PROCEDURES

A. Testifying as a Designated Representative Initiated by Executive Director

<u>WHO</u>	<u>DOES WHAT</u>
Executive Director	<ol style="list-style-type: none"> 1. Identifies staff member as the representative to present testimony at a public hearing. 2. Prepares written testimony for staff member to present or designates staff member to draft testimony.
Staff Member	<ol style="list-style-type: none"> 1. Drafts written testimony if requested by the Executive Director.
Executive Director	<ol style="list-style-type: none"> 1. Reviews, revises if necessary, and approves written testimony prior to presentation at the public hearing.
Staff Member	<ol style="list-style-type: none"> 1. Identifies self at the public hearing as a WCHO representative and presents written testimony.

B. Testifying as a Designated Representative Initiated by Staff

<u>WHO</u>	<u>DOES WHAT</u>
Staff Member	<ol style="list-style-type: none"> 1. Requests approval from Executive Director to testify at a public hearing as a designated representative.
Executive Director	<ol style="list-style-type: none"> 1. Reviews the staff member's request to testify as a designated representative and informs staff member of the decision.
Staff Member	<ol style="list-style-type: none"> 1. Following designation as WCHO representative, drafts written testimony to be presented at the public hearing.
Executive Director	<ol style="list-style-type: none"> 1. Reviews, revises if necessary, and approves written testimony prior to presentation at public hearing.
Staff Member	<ol style="list-style-type: none"> 1. Identifies self at the public hearing as a WCHO representative and presents written testimony.

C. Testifying When Not a Designated Representative

<u>WHO</u>	<u>DOES WHAT</u>
Staff Member	1. Requests approval from supervisor for work absence if the public hearing occurs during normal work hours.
Program Supervisor	1. Grants the request for work absence according to personnel procedures regarding such requests.
Staff Member	1. Identifies testimony as an individual rather than an official presentation by clearly stating at the beginning of written and/or oral testimony, "I am not representing Washtenaw Community Health Organization", if the public hearing is concerned with mental health/substance abuse issues and/or activities related to WCHO business.