



DOUGLAS COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES

TITLE Continuation of a Public Hearing When a Quorum is Not Available	Approval Date 6/4/91
POLICY CUSTODIAN County Attorney	Revision Date August 2018

PURPOSE: To continue a public hearing properly when a quorum of a Board is not available.

DEPARTMENT RESPONSIBLE: County Attorney

DEPARTMENT(S) AFFECTED: Board of County Commissioners, Planning Commission, Board of Adjustment, Board of Appeals, Clerk and Recorder

POLICY:

In the course of holding and conducting public hearings for the purpose of governing in Douglas County, it becomes possible that a county board or commission may fail to secure a proper quorum necessary to conduct business. The lack of a quorum may cause a disruption in a public hearing process and confusion regarding the continuation of public hearings.

When a quorum is not present, the hearing and agenda items will be continued as outlined below.

PROCEDURES:

1. When a quorum of the Board of County Commissioners of Douglas County, the Douglas County Planning Commission, the Douglas County Board of Adjustment, or the Douglas County Board of Appeals is not available for a previously advertised public hearing(s), all items on the agenda for that particular date and time will be automatically continued to the next regularly scheduled public meeting or hearing of the same type of the Board or Commission of Douglas County.
2. In the event of a lack of a quorum, the Clerk to the Board, immediately upon becoming aware of continuance of the public meeting or hearing, shall cause notice to be posted on the front door of the Philip S. Miller Building located at 100 Third Street, Castle Rock. In addition, the County Manager can post or

publish any additional notice of the continuance deemed reasonable under the specific circumstances.