

**HEARING PROCEDURES FOR ADMINISTRATIVE APPEALS TO THE
BOARD OF THE NAPA SANITATION DISTRICT**

- I. General Hearing Rules and Procedures
 - A. Administrative appeals to the Board shall be subject to the following procedures, rules and requirements:
 - 1. The Board Chair shall call the hearing to order and preside over the hearing.
 - 2. Each side shall be limited to a total of 30 minutes for oral argument.
 - (a) This 30-minute period shall include the presentation of the case in chief, rebuttal and closing statements.
 - 3. Proceedings shall commence with District Staff presenting its case to the Board, including the presentation of relevant evidence.
 - 4. Appellant shall then present its case to the Board, including the presentation of relevant evidence.
 - 5. During presentations, the Board may ask questions of either side.
 - 6. The Board shall also allow each side an opportunity for rebuttal and to make a brief closing statement, beginning with Staff and concluding with appellant.
 - 7. After all evidence is presented and both sides have presented their case, the Board shall close the hearing and begin deliberation in open session. The Board, at its discretion, may adjourn in order to deliberate further on the matter in the next open session meeting.
 - (a) All deliberations on the merits of the administrative appeal or the parties' substantive arguments and any vote on the Board's decision shall be conducted in open session
 - (b) Closed session may be used only for the purpose of discussing potential liability issues.
 - 8. After the conduct of a vote, a written opinion and findings on the matter shall be prepared and issued within 30 calendar days of the hearing.