

## Overview of Public Hearings and Participation

The following information pertains to that part of the Agenda in which you may participate. Also, please do not be offended if the Zoning Board of Appeals does not take immediate action on an item before it. Because the Village of Barrington Hills is a public agency subject to many laws and has extensive liability, it must act in a careful, deliberate manner. The Village has learned that in most cases it is better to take matters under advisement before taking action. Hasty actions in many cases lead to future problems for the Village. In addition, you are welcome to submit your comments in writing to the Village Clerk, at any time.

### HEARING SCHEDULE

Any person has the right to speak to an item on the agenda after the Public Hearing is opened and confirmation of the public notice is entered into the hearing record but before action is taken. Time is scheduled to allow the public to provide input as testimony to the Zoning Board of Appeals on a particular subject that is the purpose of the Public Hearing.

This is not a question and answer time.

The Board will consider all testimony after the Public Hearing is closed.

### PROCEDURE FOR PARTICIPATION

1) Sign up on the sheets provided. 2) When recognized, please proceed to podium. 3) State your name and address. 4) Please limit your comments to THREE MINUTES.

You may submit your written comments to the Village Clerk.

Comments of a personal nature directed towards individual Board members, employees of the Village or any other individual are not permitted. It is the prerogative of the Presiding Officer of the Board to limit the discussion of any speaker to allow for broad and diverse public participation. Speakers may submit materials, written testimony, or pictures to the Recording Secretary for the consideration of the Board.

### OTHER

When other matters come up involving the need for public input, the Chair will announce the question and the process to be used for a response.

## Public Participation and Testimony Details

Hearing Room. Doors to the Hearing Room open 30 minutes prior to the start of the hearing.

Formal Scheduled Appearance Check-in. When you arrive at the hearing you will need to sign-in at the roster located at the entrance to the room used for the Hearing. Verify that your item of interest is listed on the agenda for the Hearing. A limited number of copies of the agenda will be available at the entrance. If you do not see your business listed on the agenda please see the Presiding Officer or the designee for more information.

Public Comment Appearances. Speakers presenting comments to the Board during the Public Comments section of a hearing must register on the sign-in roster their intent to speak. The roster will

be collected prior to the Public Comments section of the hearing for the presentation of speakers. The Clerk or recording officer will call each registered speaker to the podium to provide his or her comments.

Agendas for all public hearings are filed with the Clerk of the Village of Barrington Hills, and can be viewed or printed at: <http://www.barringtonhills-il.gov/govindex.html>.

Speaker Time Limit. All public testimony is generally limited to three minutes or such longer or shorter time as determined by the Board Presiding Officer. Practice before hand to make sure that you have enough time to communicate your information. The Board Presiding Officer has the discretion to either extend or reduce time limits based on the number of speakers. Speakers called by the Board Presiding Officer may not cede their time to another person.

Called to Testify. When you are called to testify, proceed to the podium at a microphone facing the Board. Move the microphone close to your mouth and speak directly into it. Please begin your testimony by stating "For the record my name and address is \_\_\_\_\_."

Addressing the Board. All remarks shall be addressed to the Presiding Officer and not to any one Board Member thereof. Address the Board as "Presiding Officer and members of the Board."

Recognition of a speaker by the Presiding Officer is a prerequisite to speaking and is necessary for an orderly and effective hearing. It will be expected that all speakers will deliver their comments in a courteous and efficient manner. Anyone making out-of-order comments or acting in an unruly manner shall be precluded from further participation.

Decorum will be maintained. This includes common courtesy from the audience, staff, and Board to the Presiding Officer and from the Presiding Officer to the Board. Statements considered demeaning or inappropriate shall be ruled out of order and the speaker will be excused. Members of the Board will not engage with individuals giving public testimony.

All public presentations must be limited to issues of concern before the Board and/or related to the Village of Barrington Hills. Questions or concerns about the operation of the Village should generally go to the Village Clerk during regular business hours.

Providing Written Testimony in Addition to Speaking. When you are called to testify and have prepared written testimony give one copy of your testimony to the Recording Secretary. Copies of handouts or public testimony will not be provided to the Board during the Hearing.

Special Accommodations. If you require special accommodation in order to testify before the Board, please make your request to the Village Clerk 847.551.3000 at least 48 hours before the hearing.

Guidelines for Written Testimony. Written testimony is always welcome. In some cases, there may be a deadline to submit written testimony on a particular subject. Telephone or email the Village Clerk to verify testimony deadlines. Identify the agenda item or topic you are providing comments on at the beginning of your letter or e-mail. Written testimony may be submitted by ground mail, e-mail or fax.

Fax testimony to: 847.551.3050 E-mail to: [clerk@barringtonhills-il.gov](mailto:clerk@barringtonhills-il.gov)

Mail testimony to: Village Clerk  
Village of Barrington Hills  
112 Algonquin Road  
Barrington Hills, IL 60010-5199