

CONDUCT OF PUBLIC HEARINGS

1. **Introduction by the Chair.** The Chair will begin each public hearing by announcing the name of the petitioner and the relief requested. The Chair will explain the procedures for the conduct of the public hearing. An oath should be administered to all persons intending to testify during the course of the public hearing. In a hearing that was continued from a previous meeting, the Chair should remind those that were previously sworn that they remain under oath.
2. **Village Staff's Summary of Petition.** Village staff will summarize the basic facts of, and relief requested in, the petition.
3. **Petitioner's Presentation.** The petitioner will present the petition with testimony of witnesses and other evidence. In general, the Commission should allow the petitioner to make this presentation without interruption, except for questions allowed by the Chair that may be immediately necessary to aid the Commission or the public in understanding the presentation.
4. **Public Testimony and Comment.**
 - **General.** At the start of the period for public testimony and comment, the Chair should advise the public of the amount of time permitted for public testimony and comment; ask all speakers to state their names and addresses; request that the public avoid repetition; and remind the public that all information presented is under oath. Each speaker will be permitted to speak one time only, unless the Chair determines that allowing a speaker to address the Commission again will contribute new testimony or other evidence.
 - **Testimony, Evidence, and Questions.** Members of the public may address to the Commission their questions, testimony, evidence, and comments about the relief requested and the evidence presented by the petitioner and other members of the public. The Chair will determine how the questions from the public should be addressed. Following the conclusion of all public participation, the Chair will direct the questions from the public to the petitioner in an orderly and consolidated manner for response.
5. **Cross-Examination.** The Chair should open the floor for cross-examination for those individuals that request the right to cross-examine. The Chair should determine relevancy, and has the responsibility to enforce proper decorum. Questions must be relevant to the subject matter of the application and to the relief being requested.
6. **Response by the Petitioner.** The Chair will allow the petitioner a reasonable time to respond to the public testimony and comments presented.
7. **Questions by the Commission.** The Commission members may ask questions of any individual that may be necessary to clarify material presented or the relief requested. At the conclusion of the questions, the public hearing will be closed.
8. **Commission Discussion and Deliberation.** During the Commission's discussion, Commission members may direct additional questions to the petitioner, or any witnesses or members of the public who testified. The Petitioner, witnesses, or members of the public may not address the Commission during this portion of the meeting without the Chair's consent.
9. **Commission Action.** Based on the discussions, the Commission may: (a) require the petitioner, Village staff, and/or the Village Attorney to provide new or additional information and continue the hearing to a date certain; or (b) take action (vote) on the petition and make its recommendation to the Village Board, which recommendation may include conditions.