

Conducting Hearings

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Hearing or Meeting

- Meetings – Spectator Sport
- Hearings – Participatory rights
- Hearings:
 - Occur at a meeting – usually
 - May be with a hearings officer
 - No Decisions made (They occur in meetings)

Know Your Purpose

- Legislative – Open process
 - Budget
 - Fee increase
- Quasi Judicial – Process matters (Exec)
 - BOE
 - Alcohol license
 - P&Z – most restrictive
 - Personnel

Meaningful Public Input

- Outline the issue – include sideboards.
- Go to them.
- Electronic?
- Study Circle type process.

Shuffle the deck chairs??

Where participants are located is important to get an effective process.

Role of the Chairman

- Conducts the meeting (and hearing).
- Retains rights (obligations) to discuss and vote.
- Controls public input.
- Ideally:
 - Keeps the discussion to the agenda item.
 - Prohibits personal attacks and discussions of issues not before the Board.

What is a Decision?

- At a posted meeting with a quorum.
- On the agenda.
- In the minutes.
- P-Z requires written decision – more than typical minutes. (findings of fact and conclusions of law still in your ordinance?)

NOT – two or three signatures.

Hearing Roles - Staff

- Prepare and disseminate information
- Take minutes
- Record???
- Answer questions
- P-Z – make staff recommendation?

Thank you.

