



TOWN OF SUMMERFIELD Public Hearing Procedures



The following text is provided by the North Carolina League of Municipalities, as published on Page 11 of the 2008 Edition of the *Reference Guide for North Carolina Municipal Clerks*:

“Public Hearings. A Public Hearing may be required before the governing body can act on certain matters. See Chart #4 (attached hereto) for a list of the required public hearings, and consult the specified statute for details on the necessary notice. Although the list is relatively limited, some governing bodies voluntarily schedule Public Hearings on other matters as a means of informing and involving their citizens. N.C.G.S. § 160A-81 sets some general rules for conducting public hearings. The hearing can be held at any place within the municipality or the county in which the municipality is located. The governing body can continue a Public Hearing without further advertisement. However, if a quorum of the governing body is not present for the Public Hearing, it is automatically continued until the next regular meeting. The governing body may adopt reasonable rules for the Public Hearing including, but not limited to: fixing the maximum time allotted to each speaker, providing for the designation of a spokesperson for groups supporting or opposing the same positions, providing for the selection of delegates from groups supporting or opposing the same positions when the number of people wishing to attend the meeting exceeds the capacity of the meeting space, and providing for the maintenance of order and decorum.”

Any individual or group may speak at a Public Hearing. Public notification of such hearings is published in the *Greensboro News and Record*, and the meeting notice is posted on Town bulletin boards and on the Town website (www.summerfieldgov.com).

The following is an example of the general process (time allotments are subject to change based on an as needed basis) to allow for the greatest flexibility for the case applicant, the public, and the Boards to hear evidence pertaining to the hearing.

Speakers are limited to 3 minutes each and, as needed, a spokesperson will be appointed to provide the most opportunity for public comment

Pro	30 minutes – Applicant and those speaking in favor of the case
Con	30 minutes – Those speaking against the case
Pro rebuttal	15 minutes
Con rebuttal	15 minutes

There will be a sign-in sheet for those wishing to speak during the meeting.

In cases in which many wish to speak, groups of individuals who agree with an argument already presented, in favor or against, should practice the courtesy of indicating with a show of hands or a short statement of support, rather than presenting the same argument again. This practice will provide more individuals with the opportunity to be heard.