

**VILLAGE OF BARRINGTON HILLS**  
**PLAN COMMISSION**

**POLICIES**

1. The first regular meeting after the annual appointment of the Chairman and new members, if any, shall be the organization meeting. The Chairman shall have been appointed by the Village President and approved by the Board of Trustees at the end of each fiscal year. At the organization meeting a Vice Chairman, Secretary, and such other officers as the Commission may desire, shall be elected from the members of the Commission and shall hold office until their successors are elected at the next annual organization meeting. The members of the Commission shall then establish the time and place of their regular meetings and adopt such policies as they deem appropriate.
2. The Secretary of the Commission, assisted by the Recording Secretary, shall keep minutes of all meetings and see that copies thereof are distributed by the Village Clerk's office to the members of the Commission, with a copy to the Village President, Village Engineer, Village Attorney, Village Planner, and all Village Trustees, on or before the next regular meeting.
3. The Chairman, among the other duties of the office, shall establish an agenda and cause the Village Clerk's office to distribute the same with supporting papers and Village staff reports to each member on or before every regular meeting, with a copy to the Village President. The agenda shall note all new and unfinished business. Additional business may be considered on the request of a member to the Chairman at or before the meeting.
4. Five members, excluding the Village President who serves ex officio, shall constitute a quorum for conduct of business. All meetings shall be held in accordance with the Illinois Open Meetings Act and with such formality as the nature of the meeting indicates, with formal procedures being conducted as near as may be to Roberts Rules of Order.

While interested persons have the right to attend all meetings, the privilege of addressing the Commission shall be at the discretion of the Chairman or as may be provided by law. The Chairman will exercise that discretion in such a manner as to ensure orderly meetings and to permit such remarks as shall be in the best interest of orderly procedure and communication between such persons and the Commission.

When it is known that there will be requests to address the Commission, the Chairman may announce in advance his guidelines for procedure, such as the recognition of those desiring to speak and the length of time to be allotted to each speaker, or the designation of speakers to represent different groups. Such guidelines

shall be established in a manner as to permit the orderly disposal of the matter formally being heard by the Commission.

5. Village Staff Reports: The Chairman, during the course of the meeting, shall recognize and provide an opportunity for Village staff to present or refute testimony, question witnesses or respond to the comments of the Commission. All written staff reports, not so exempt by the provisions of the Illinois Freedom of Information Act, shall be made part of the record of the proceedings of the Commission and shall be maintained in the office of Village Clerk.
6. Special Meetings: Special meetings may be called by the Chairman or at the request of any three or more members of the Commission and shall be conducted in accordance with the Illinois Open Meetings Act and such policies relating to regular meetings as may be applicable.
7. Voting: A concurring vote shall be necessary of five members for action on any item of business. Absentees may not vote by proxy. The Chairman, if present, shall vote on all matters. The Village President shall not vote in any matter before the Plan Commission.

Adopted: **June 14, 2005**