



# **PLANNING COMMISSION RULES OF ORDER AND PROCEDURE**

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# **RULES OF PROCEDURE AND ORDER FOR THE PLEASANT GROVE CITY PLANNING COMMISSION**

## **1. PURPOSE**

- 1.1 Procedure Policies: These Rules of Procedure Policies of the Pleasant Grove City Planning Commission are intended for the government of the Planning Commission, the preservation of order and the orderly transaction of Commission Business.

## **2. AUTHORITY**

- 2.1 Except as otherwise provided by law, the governing body of each municipality may establish its own rules of procedures for the proper conduct of its meetings (UCA 10-3-606)

## **3. GENERAL RULES**

- 3.1 Public Meetings: All official meetings of the Planning Commission (except where State or local law allows for closed sessions) shall be open to the public. (UCA 52-4-201 & 52-4-205)
- 3.2 Location: The Planning Commission will hold their meetings in the Council Chambers located at 86 East 100 South, Pleasant Grove, Utah on the first Thursday of the month.
- 3.3 Quorum: The number of members of the Planning Commission necessary to constitute a quorum is four (4) Commissioners or Alternates but a smaller number may adjourn. (City Code – 1-9-5)
- 3.4 Recognition by the Chair: All Commissioners, City Staff and individuals from the general public must be recognized by the Chair before addressing the Planning Commission on any issue.
- 3.5 Minutes: Minutes of the proceedings of these open meetings shall be available for public inspection and posted on the City's web site after approval. (UCA 52-4-203)
- 3.6 Audio Recordings: A recording of an open meeting shall be available to the public for listening within three business days after the end of the meeting. (UCA 52-4-203)

## **4. TYPES OF MEETINGS**

- 4.1 Regular Meetings: The Planning Commission shall meet in accordance with the annual meeting schedule as approved or as amended.
- 4.2 Special Meetings: Special Planning Commission meetings may be called by the Chair, the Chair or the Community Development Director. Upon filing an application or petition for action by the Planning Commission and upon payment to the City Treasurer of a "special meeting fee" in the amount of \$500.00, an applicant or petitioner may request a special meeting to hear their request.
- 4.3 Work Sessions: The Planning Commission may meet informally in work Sessions (open to the public) to review upcoming agenda items.

- 4.7 Electronic Meetings: The Planning Commission may conduct electronic meetings where one (1) or more of its members participate by means of a telephonic or telecommunications conference. (UCA 52-4-207)
- a. Members so participating shall be considered present at the meeting for all purposes, and shall be afforded every opportunity to participate in the discussion of the items on the agenda and cast their vote on issues coming to the Council for a vote.
  - b. The anchor location shall be as specified in Section 3.2.
  - c. No Planning Commission meeting may be held electronically unless at least three (3) Commission members are present at the anchor location. The meeting shall be conducted from the anchor location by the Chair. However, if the Chair is not present at the anchor location, the Vice-Chair shall conduct the electronic meeting.
  - d. Immediately prior to opening the meeting, the presiding officer shall communicate with the person who is participating electronically and insure that he or she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line shall be kept open, unless the Commission Member participating electronically wishes to withdraw from the meeting.

## **5. ORDER OF BUSINESS**

- 5.1 Regular, Electronic, and Special Meetings: The general rule as to the order of business in regular, electronic, and special meetings shall be as follows:
- a. Call to Order by the Chair
  - b. Opening Remarks – as designated by the Chair
  - d. Order of the Day Approval
  - e. Declaration of conflicts and abstentions from Commission members.
  - e. Business Items – Items that the Planning Commission may wish to discuss or for which a presentation would be made.

## **6. PRESIDING OFFICE AND DUTIES**

- 6.1 Chair as Presiding Officer: The Chair, if present at the anchor location, shall act as the presiding officer at all meetings of the Planning Commission. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, the Planning Commission shall elect a temporary Chair who will then preside at the meeting.
- 6.2 Call to Order: Meetings of the Planning Commission shall be called to order by the Chair.
- 6.3 Preservation of Order: The Chair shall maintain order and decorum, and to that end, may order removal of disorderly or disruptive persons.
- 6.4 Points of Order: The Chair shall determine all points of order so as to comply with established procedures and policies. The Planning Commission may, with a motion, a second, and at least a majority of affirmative votes, suspend or modify the rules of order for all or a portion of a meeting.
- 6.5 Time Limits: The Chair shall have the power to set reasonable time limits on input and discussion, ensuring that all Commission Members have the opportunity to participate

and be heard. When the time limit expires, the Planning Commission may vote to extend the time limit or to take some action on the item.

6.6 Motions to be Clear: The Chair shall ensure that all motions submitted for a vote are clearly understood by the Planning Commission.

6.7 Call for a Vote: At the commencement of each meeting the Chair will announce those members of the Commission that will have voting privileges during that meeting. The Chair's announcement will be based upon "a thru h" below. All Commissioners and Alternate Commissioners may however participate in the discussion. Only voting members may present motions or second any motion.

a. The number of Commissioners and Alternates voting on any action may not exceed seven (7).

b. If all seven (7) Commissioner are present only Commissioners are authorized to vote.

c. If seven (7) or fewer Commissioners and Alternates are present, all are authorized to vote.

d. If only one of two Alternate Commissioners may vote, the voting privilege is by seniority.

e. On any given vote, an abstention is counted as an absence, and an Alternate may vote on that action.

f. In order to vote on any item of business, the members of the Commission must have been present during the entire "Order of Business" for that item.

g. A simple majority vote carries any motion.

h. In the case of a tie vote on any motion, or the lack of a quorum due to one (1) or more abstentions, the Chair declares the motion dead and calls for a new motion.

## **7. TYPES OF MOTIONS AND RECONSIDERATION**

7.1 Motions: Except for motions where specific requirements are given in State or Municipal Code, all motions shall require a second and a majority of affirmative votes to be approved. The Chair shall recognize a motion from a Commission Member unless a motion is currently on the floor; in the event two motions are made simultaneously, the Chair shall recognize the motion that was begun first.

7.3 Motions to Amend: Any motion being considered by the Planning Commission may be amended by permission of the maker of the motion and a second from any other Commission Member.

7.4 Motions to Continue: The Planning Commission may approve a motion to continue any item for further discussion or consideration to the following meeting or to a specific date and time.

7.5 Motions to Table: The Planning Commission may motion to table an issue, without scheduling it for future consideration.

## **8. PUBLIC HEARINGS**

8.1 Purpose: The purpose of public hearings is to provide public input to the Planning Commission on issues on a specific day and time in order for the Planning Commission to be better informed prior to making a decision on the issue.

- 8.2 Order of Comment: The Planning Commission shall first be addressed by the appropriate Staff member who will present and discuss with the Planning Commission the issue at hand. Next if there is an applicant, the applicant shall discuss with the Planning Commission the issue at hand and present additional or more specific information. The Commission Members may request clarification on comments from any speaker, and the speaker shall be allowed to respond.
- 8.3 Procedures:
- a. The Chair shall conduct all public hearings and should review the rules for public hearing prior to comment.
  - b. The Chair should courteously limit repetition and retain flexibility for additional comments but only on new information.
  - c. Under the discretion and the authority of the Chair the public hearing shall be closed after hearing the public comment unless the Planning Commission wishes to continue the hearing to another specific date and time. No further remarks by the public will be heard once the hearing is closed unless specifically requested by the Planning Commission.
  - d. The Planning Commission may continue a public hearing or continue Planning Commission consideration to another specific date and time.
  - e. Upon completion of the public hearing, the Planning Commission may discuss and take appropriate action on the issue during the scheduled items portion of the meeting.
- 8.4 Manner of Addressing the Planning Commission: Each person addressing the Planning Commission shall come forward and shall state their name and address of residence in an audible tone of voice for the record. All remarks shall be address to the Planning Commission as a body, and not to any specific member(s) thereof.
- 8.5 Questions from Commission Members: The Commission Members may request clarification or additional input from the Staff, applicants, or the general public through the Chair during the scheduled items portion of the meeting.

## **9. AGENDAS**

- 9.1 Procedure:  
The Commission Secretary shall prepare an agenda for each commission meeting. Items may be placed on the agenda by the Community Development Director. The agenda will be reviewed by the Commission as the first item of business of each regular meeting. If this review results in agenda approval, the Chair declares the agenda as the "Order of the Day". Any deviation from the agenda from that point must be by proper motion: Move to "suspend the rules". This must be approved by a simple majority vote of the Commission.
- 9.2 Agenda Collateral:
- a. Staff shall, whenever possible, provide Commission Members with the relevant meeting collateral, including memos, plat maps, reports, and written copies of ordinances within a reasonable amount of time prior to a scheduled meeting, generally five (5) days prior to the meeting.

- b. Whenever possible, an electronic and publicly available copy of the agenda collateral shall also be published on City website within a reasonable amount of time prior to a scheduled meeting, generally two (2) days prior to the meeting.

10. **MEETING ADJOURNMENT**

- 10.1 Time Limited: Meetings shall be adjourned at 11:00 p.m. unless a motion is made to extend the meeting to a specific time up until midnight, at which time the meeting shall be adjourned.