PLANNING COMMISSION
RULES OF ORDER

These rules are for the order and convenience of the Planning Commission and shall not be interpreted to provide an independent basis for invalidating or in any way altering a final decision of the Commission unless otherwise provided by County ordinance or State code. All regular meetings of the Planning Commission, hereinafter referred to as Commission, shall be conducted according to these rules where these rules so provide.

I. GENERAL PROVISIONS

(1) Basic Principles

(a) Equality of members - As the Planning Commission conducts its affairs in accordance with these rules, each member has the same rights, privileges and duties as any other member.

(b) Freedom of Discussion - The right to be heard and to hear what others have to say about a motion before voting on it is basic to intelligent group action.

(c) One main motion - Only one main motion may be considered at any given time.

(d) Members right to know - members have a right to know at all times what the immediately pending motion is, and have it restated before any vote is taken.

(e) Meeting properly called - The Planning Commission may take official action only in meetings properly called and with a quorum of members present.

(f) Actions must be lawful - actions taken by the Planning Commission must be in accord with County Ordinance and State and Federal law.

(2) Seconding Motions

All motions of the Commission shall require the second except:

(a) a motion to amend the amendment

(b) a motion to adjourn

(c) a motion to withdraw

(3) General Consent

A formal vote shall be taken on all main motions. The formal vote shall include a second (when required), the polling of each eligible member and the recording of votes by the secretary. For all motions other than a main motion, at the discretion of the Chairman, the Chair may call for approval of the Commission by verbally polling the Commission for any objections. If there is an objection from any member of the Commission, the motion shall be put to a formal vote.

(4) Making the Motion

A motion may be made by any member of the Commission except the Chairman or in his absence the Vice-Chairman. Each motion proposed must be recognized by the Chair.

(5) Debate on a Motion

Except as otherwise provided by these rules, all motions shall be subject to debate by the Commission only after a second to the motion has been made and accepted by the Chair (where second is required.) Where no second is required, debate on the motion may begin immediately after the motion is accepted by the Chair.

(6) Duties of the Chairman

(a) The Chairman shall conduct all meetings of the Commission and shall have the power to administer the rules and each meeting of the Commission in a manner not inconsistent with these rules, County Ordinance, or State Law.

(b) The Chairman should, to the extent practical, remain impartial.

(c) Whenever the Chair rules a motion out of order, he should explain why it is out of order and advise the mover when it would be in order, or how the movers intent, if known, might be accomplished by use of another procedure.

(d) No member of the Commission, applicant, witness, or any other individual should speak in an open meeting of the Commission without being recognized by the Chair. This rule may be specifically set aside by the Chairman as the circumstance may require.

(7) Disciplinary Measures

(a) Disturbance by non-Commission members - if a non-Commission member is at the center of the disturbance, the Chairman shall invite him, after

appropriate warning, to leave the meeting. "Appropriate Warning" should include a clear statement to the offending party(s) indicating that they are "out of order" stating the specific reason they are out of order and specifically what they may do to bring their actions into order. If the offending party(s) continue the disturbance, the Chairman shall invite the offender(s) to cease and be seated or to leave the meeting depending on the seriousness of the disturbance. If the offender refuses to leave, the Chairman may order the person(s) removed by the Sheriff's Department.

(b) Appeal of Expulsion - The action to expel an individual is a ruling from the Chair and may be appealed by any member of the Commission but not by the non-Commission member. If an appeal is not called for, or if the decision of the Chair to eject the offender is upheld by the Commission, the person may be properly excluded from the meeting and in addition charged with violation of the law where applicable.

(c) Motion to Appeal - A motion to appeal shall subject the ruling of the Chair to examination by the other members of the Commission to secure their support for reversal of the ruling. A motion to appeal is debatable and may not be amended or postponed.

II. MOTIONS

(1) Main Motion: is the statement of request for action, an idea for evaluation or the introduction of a resolution stating the Commission's position on a subject. Main motions should be clear and concise and should be accompanied by specific facts that support the motion. If the motion is to be based on the requirements of an ordinance, each of the requirements of the ordinance should be addressed in the motion and supported by facts.

(2) For Continuance: to remove subject from consideration until the future time or meeting. A motion for continuance may be indefinitely. A continuance to a time certain is preferred to the latter since all parties are given actual notice of the time and date that the matter will be heard next. A continuance to an indefinite time in the future would require readvertising of the matter in order to ensure that all interested parties are informed of the date and time that the matter will be heard again. Any motion for continuance should be accompanied by specific reasons for continuing the matter.

(3) To Withdraw a Motion: to remove a motion before the Commission. The member that has made a motion pending before the Commission may withdraw that motion at any time prior to the Chairman putting the motion to a vote of the Commission. Withdrawal of a second is not necessary. Any member may withdraw a motion pending before the Commission prior to the Chairman putting the motion to a vote unless there is an objection from any other member of the

Commission in which case, the withdrawal of the motion shall be put to a vote.

(4) To Amend: to change wording of a motion to make it express more accurately what the majority wants it to say before it is voted on. When a motion is pending before the Commission, any member may amend that motion at any time prior to the Chairman putting the motion to a vote of the Commission provided the motion receives a second and an affirmative vote of the Commission.

(5) To Amend the Amendment: to change the wording of a proposed amendment to a pending motion. This may be done by motion, no second required, and the Chairman may merely ask if there is any opposition. Only if there is opposition does the amendment to the amendment need to be put to a formal vote.

(6) To Rescind: to cancel or make void, the results of a motion passed. A prior motion may only be rescinded when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commissions action on the motion.

(7) To Reconsider: to call back for further consideration by the Commission any action taken in the same meeting or the next meeting of the Commission for the purpose of reconsidering the motion. If it is determined by the Commission that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or made void, the motion shall be put to a formal vote of the Commission.

(8) To Recess: to break for a specific purpose while also stipulating a time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to Recess was made.

III. ADJOURNMENT

Any meeting of the Commission may be adjourned by a motion from any member and an affirmative vote of the Commission. The chairman shall also have the power to adjourn a meeting where there is no objection from any other member of the Commission and where all business items and orders of the day have been completed.