

## SPANISH FORK CITY PLANNING COMMISSION RULES OF ORDER

The purpose of these Rules of Order is to make it easier for the Planning Commission to work together effectively to accomplish the business of the City. These rules should assist the Commission in conducting their meeting, not inhibit it.

Spanish Fork Planning Commission meetings will convene as established by ordinance or by notice of a special meeting. The meeting will proceed according to the agenda. The preparation of the agenda is under the direction of the Chair. The Chair may revise the order of the agenda during the meeting in order to accommodate the Commission or to more efficiently handle the business of the Commission.

In order to proceed with the meeting, a quorum must be present. A quorum is three or more members of the Planning Commission which includes the Chair if present. If a quorum is not present, those present may adjourn the meeting, but may not conduct other business.

In order to take action as the Land Use Authority or make a recommendation, three votes in favor of the measure must be obtained. The Chair may vote in all motions. In the Chair's absence, a Vice Chair shall conduct the meeting.

Agenda items will generally be presented by staff. An applicant, if there is one, such as a developer seeking to have a plat approved, should generally be given a few minutes to explain their position. A person having special knowledge or expertise about the subject matter may be invited to give a brief presentation, with the consent of the Commission. Such circumstances should be prearranged with the Chair, who may impose appropriate time restrictions.

The general public will not be invited to speak unless a public hearing is scheduled. When a public hearing is scheduled, staff should generally present the matter. An applicant, if there is one, should generally be allowed to give a brief presentation. Anyone present shall be allowed to speak. Comments should be germane to the topic. The Chair may set time limits for each speaker at a public hearing. Each member of the public is expected to comply with the time limits imposed. The time limit shall be uniform for all speakers. A common group of citizens may designate a spokesperson, who may accumulate the time of those persons present who designate him/her as their spokesperson.

When everyone desiring to speak has had the opportunity to do so, the public hearing for that topic will be closed and no additional comment will be accepted. Once an agenda item has been presented to the Commission, and public comment received, if a public hearing is involved, the item is ready for discussion by the Commission. The Chair directs the discussion. All Commission Members should have an opportunity to voice their opinions. The discussion period is the time for ramifications of the proposed action to be explained, questions answered or raised, and information shared. Every member is entitled to know what effect the decision will have. Opposing viewpoints have the right to be expressed. Proper respect should be shown for members expressing any viewpoint. No derogatory remarks should be personally directed to another member. When a vote is taken, each member agrees to be governed by the majority. However, the rights of the minority must be protected to both voice opinion and vote contrary to the majority.

Once an agenda item has been fully discussed by the Commission, it is ready for action. Action should be taken on each agenda item before moving to the next agenda item. Action consists of approving the item, approving the item with changes, denying the item, or continuing the item. The effect of continuing an item is to continue action to a future meeting. Action is initiated by motion. Every motion must be seconded. A motion which is not seconded dies for the lack of a second. Once a motion has been made and seconded, further discussion or debate may take place on the motion. The Chair may impose a time limit on each member during any discussion. Every member is entitled to understand the motion. Therefore, any member may raise a question on the motion to fully understand it.

Once discussion/questions have taken place, the member making the motion may move to withdraw the motion. If the member who seconded agrees, the motion may be withdrawn if there is no objection from the Commission. If an objection is raised, the Chair shall call for a vote on the motion to withdraw. If the motion is withdrawn, any member may make a motion with respect to the agenda item.

Once discussion/questions have taken place, a motion to amend the motion may be made. Such a motion must be seconded. Discussion or debate may take place on the motion to amend. The Chair may impose a time limit on each member during any discussion. Questions may also be asked in order to fully understand the motion to amend. Once discussion/questions have taken place the Chair shall call for a vote on the motion to amend. If the amendment passes, the amended motion becomes the motion. Note: Too many amendments become confusing to the Commission and the minute taker. It is sometimes better to deny a motion and start over than to have multiple amendments to a motion.

Once a motion has been discussed and questions clarified, the Chair shall call for a vote. If the motion fails to pass, a member may make another motion. If no other motion is made, the measure dies and the Chair may move to the next agenda item. If the motion passes, the Chair may move to the next agenda item.

During the course of a meeting, a member may move for a recess. This may occur at any point in the meeting, but is generally more productive and efficient if done between agenda items. This motion requires a second, but no discussion takes place. The Chair calls for a vote. If the motion passes the Chair may set a time limit on the recess.

All meetings are terminated by a motion to adjourn. The Commission can set a time limit on its meetings. A motion to adjourn can be made prior to action on all the agenda items, if the time limit has passed. Such a motion cannot be made during discussion/action of an agenda item, but must be made between agenda items. Such a motion requires a second, but no discussion takes place. Upon a motion being made and seconded, the Chair shall call for a vote. If the vote passes all the remaining agenda items are automatically tabled to the next meeting. Note: When conducting the public's business it is generally better not to adjourn prior to completion of the agenda, but this policy recognizes the need to do so, on occasion.

A member who believes these rules are not being followed during the course of a meeting may call for a point of order. This may be done at any time during the meeting, requiring no second or discussion. The Chair shall make an immediate ruling on the point of order, either directing the Commission to comply with these rules or explaining why the Commission is in compliance with these rules.

The Commission is required to maintain an orderly meeting. If a member of the public is disrupting the meeting, they may be ordered removed by a two thirds vote of the Commission. This motion may be made anytime during the meeting and should coincide with the disruptive behavior. It requires a second, but no discussion. Upon being seconded, the Chair calls for a vote. If the motion passes, the Chair shall direct a police officer to remove the disruptive person(s).

Motions may be by a roll call vote at the discretion of the Chair or at the request by any member. This request may be made at the time the Chair calls for a vote.

In the event that a mobile phone or other mobile communication device belonging to a Commission member or staff sounds during a meeting, the owner of that device shall bring a sufficient number of fresh donuts to the next meeting so as to allow all present staff and Commissioners to have one.

Unless a meeting has been adjourned to a closed session, no discussion of City business should be had among the members after adjournment. If the meeting is adjourned to a closed session, only those matters permitted by Utah law in a closed session may be discussed.