

1 **BYLAWS OF THE PLANNING COMMISSION**
2 **COUNTY OF SKAGIT, WASHINGTON**
3 **DRAFT 5/25/21**

4 **ARTICLE I - NAME**

5 The name of this organization shall be “Skagit County Planning Commission,” or for the purposes
6 of this document, hereinafter referred to as the “Planning Commission.”

7 **ARTICLE II - AUTHORIZATION AND PURPOSE-**

8 The Planning Commission was created under the authority of RCW 36.70.040 by Resolution No.
9 3078, adopted by the Board of County Commissioners on July 24, 1961. The powers and duties of
10 the Planning Commission shall be as expressed in the Planning Enabling Act, RCW 36.70, as now
11 exists or hereafter amended (SCC 14.02.080(5)). Pursuant to RCW 36.70.040, the Planning
12 Commission:-

13 shall assist the planning department in carrying out its duties, including assistance in the
14 preparation and execution of the comprehensive plan and recommendations to the
15 department for the adoption of official controls and/or amendments thereto. To this end,
16 the planning commission shall conduct such hearings as are required by this chapter and
17 shall make findings and conclusions therefrom which shall be transmitted to the
18 department which shall transmit the same on to the board with such comments and
19 recommendations it deems necessary.-

20 To this end, the Planning Commission shall work to promote the best interest of the people of the
21 county over time.

Commented [Pg1]: Amended per vote on 5/25/21
Commented [Pg2]: PC Meeting 04/13 – Hughes

22 **ARTICLE III - GENERAL RULES-**

23 General rules regarding membership, term of office, vacancies, removal, organization, meetings,
24 powers and duties, shall be in accordance with SCC 14.02.080 and 14.08.080.

25 ~~Planning Commission members will strive to attend all regular and special meetings. If unable to~~
26 ~~attend, the Planning Commission member will notify the Planning & Development Services as~~
27 ~~soon as possible prior to the meeting.-~~

28 **ARTICLE IV - ORGANIZATION, OFFICERS AND DUTIES-**

29 **Section 1 - General-**

30 The Planning Commission shall elect a Chair and Vice Chair from among its membership, at the
31 first regular meeting of each calendar year. Officers shall be eligible for re-election. Vacancies in
32 unexpired terms of office shall be elected at the first regular meeting following announcement of
33 the vacancy.-

1 **Section 2 - Chair-**

2 The Chair shall preside at all meetings of the Planning Commission, enforce the rules of
3 procedure, and execute the will of the Commission. More specifically: The Chair shall appoint all
4 ~~sub-committees.~~

- 5 • The Chair shall appoint all sub-committees.
- 6 • The Chair shall authenticate by his or her signature, when necessary, all acts, orders,
7 and proceedings of the Planning Commission.
- 8 • To declare the meeting adjourned when the Planning Commission so votes or –
9 where applicable – at the time prescribed in the program, or at any time in the event
10 of a sudden emergency affecting the safety of those present.
- 11 • To enforce the rules relating to debate and those relating to order and decorum within
12 the Planning Commission. Formal disciplinary procedures should be reserved for
13 serious or potentially serious situations and should be handled properly and tactfully.
14 Prior to initiating any formal disciplinary procedure, the Chair, accompanied by
15 another member, will discuss discreetly and informally with the offending member in
16 an effort to reach a satisfactory resolution. If a satisfactory resolution cannot be
17 reached, the Chair will forward the matter to the Director of Planning and
18 Development Services and the Chair of the Board of County Commissioners.

Commented [PG3]: Thurston Bylaws

19 **Section 3 - Vice Chair-**

20 The Vice Chair shall assist the Chair and during his/her absence act as Chair until the Chair is able
21 to resume his/her duties.-

22 **Section 4 - Recording Secretary-**

23 The Director of the Planning and Development Services Department or his/her designee shall
24 serve as Secretary. The Secretary shall:

- 25 a. maintain the Planning Commission calendar, agenda, public notices and attendance
26 records;-
- 27 b. notify Planning Commission members of regular meetings, special meetings, and
28 schedule changes;-
- 29 c. keep minutes ~~(if requested by the Chair);~~;
- 30 d. create an electronic recording of all meetings and hearings and create a transcript
31 (when appropriate) in order to maintain an adequate record of proceedings; collect
32 and number exhibits;
- 33 e. ~~collect and number exhibits;~~

Commented [PG4]: PC Recommendation 10/6 meeting

Commented [PG5]: Mitchell 10/6

1 ~~fe.~~ provide to the Planning Commission proposed legislation, staff reports (with
2 findings, conclusions and recommendations), pre-hearing correspondence, draft
3 recorded motions, and all documentation necessary for an adequate record and an
4 informed decision or recommendation. Such materials shall be transmitted to the
5 Planning Commission at the same time as they are made available to the public;-

6 f. provide quasi-judicial, site specific rezones to the Planning Commission and the
7 appropriate criteria from which evidence and testimony in the record should be
8 evaluated.

9 g. record the Planning Commission's findings of fact, motions, and votes and preparing
10 draft recorded motions for review by the Planning Commission members prior to
11 final approval by the Chair;-

12 ~~h. provide the Planning Commission's approved recorded motions to the Board of~~
13 ~~County Commissioners;-~~

14 h. submit the approved plan, plan amendment or development regulation
15 recommendation, together with the recorded motion to the Board not later than 14
16 days following the date the recorded motion is signed by the chairperson of the
17 Commission, together with the statement of findings and conclusions, with such
18 comments and recommendations it deems necessary.

19 i. notify the Planning Commission members of the proposed schedule for consideration
20 of approved recorded motions by the Board of County Commissioners;-

21 ~~j. notify the Planning Commission members of any staff proposed changes to an~~
22 ~~approved recorded motion not less than 1 business day prior to any action by the~~
23 ~~Board of County Commissioners;-~~

24 ~~kj.~~ provide Planning Commission members copies of Board of County Commissioners
25 recorded motions, ordinances and resolutions on matters previously before or relating
26 to the Planning Commission.-

27 k. Make relevant training opportunities available to Planning Commission no less than
28 annually.

Commented [PG6]: From SCC 14.08.080(8): "A copy of any plan, plan amendment or development regulation recommendation, together with the recorded motion shall be submitted to the Board not later than 14 days following the date the recorded motion is signed by the chairperson of the Commission, together with the statement of findings and conclusions."

Commented [PG7]: Pursuant to RCW 36.70.040, the Planning Commission: "shall make findings and conclusions therefrom which shall be transmitted to the department which shall transmit the same on to the board with such comments and recommendations it deems necessary."

Commented [PJG8]: Mitchell 10/6

29 **Section 5 - Chair Pro-Tern-**

30 In the absence of the Chair and Vice-Chair, a Chair pro-tern shall be elected informally by the
31 members present to conduct the meeting.

32 **Section 6 – Legal Advisor**

33 The Prosecuting Attorney is the sole legal advisor for the Planning Commission. The Prosecuting
34 Attorney shall serve as legal counsel to the planning commission; prepares memoranda of law as
35 requested by the planning commission, and reviews drafts of ordinances, resolutions, and by-laws,
36 and their amendment.

1 **ARTICLE V - MEETINGS-**

2 **Section 1 - Rules of Procedure-**

3 Meetings of the Planning Commission shall be conducted according to the Simplified Rules of
4 Procedure, attached as Appendix A. Procedural disputes ~~may~~ shall be settled by current Robert's
5 Rules of Order.-

Commented [PjG9]: Lundsten 10/6

6 **Section 2 - Quorum-**

Commented [PjG10]: Add language that a quorum is not needed if just receiving information.

7 A quorum shall consist of a simple majority of the membership of the entire Planning
8 Commission. In the absence of a quorum, no action shall be taken, except to adjourn the meeting
9 to a subsequent date, place and time, unless the lack of a quorum occurs due to challenges made
10 under the Appearance of Fairness Doctrine. Pursuant to RCW 42.36.900090, in the event
11 challenges would make a quorum impossible, those challenged members may return to their seats
12 and participate fully in the debate or decision, provided that the member fully discloses the reason
13 for his/her disqualification before the Planning Commission renders a decision. Electronic
14 participation in a meeting shall constitute presence in person at such meeting, and that presence
15 shall count toward a quorum of the Commission for all purposes.

16 **Section 3 - Voting-**

17 Each member is entitled to cast one vote. Pursuant to RCW 36.70.400 and .600, recommendations
18 on any official control, development regulation, comprehensive plan, or amendments thereto shall
19 be by an affirmative roll call vote of not less than a majority of the total members of the Planning
20 Commission, not simply a majority of the quorum. Pursuant to the Washington State Open Public
21 Meetings Act, all votes must be public.-

22 **Section 4 - Regular Meetings-**

23 Unless otherwise stated in a public notice, all meetings shall be held in the Commissioners
24 Hearing Room of the County Administration Building, 1800 Continental Place, Mount Vernon,
25 WA. Not less than one regular meeting shall be held each month unless no matters are pending on
26 the Commission calendar (SCC 14.02.080(4)). Meetings shall commence promptly at 6:00 p.m. A
27 meeting may be lengthened or adjourned with approval of the Commission a motion and second.
28 Meeting schedule will be posted annually no later than the first business day of the new year, and
29 no less than two weeks prior to any regular meeting.

Commented [PjG11]: PC 10/6

30 Electronic Participation: Remote access to meetings by individual members is allowed
31 periodically. Access shall be through technology available at the meeting location that enables all
32 persons participating in the meeting to communicate with each other simultaneously and
33 instantaneously. Members who wish to participate in such a meeting must notify Staff before the
34 scheduled start time for the meeting, allowing adequate time for Staff to make necessary
35 preparations. Electronic participation in meetings shall not be used on a regular basis; it should be
36 used to accommodate special needs of the Commission as may be determined by the Chair or to
37 accommodate members whose physical presence at the meeting is prevented due to prior
38 obligations, personal illness or disability, a family or other emergency, or unforeseen
39 circumstances.

Commented [PG12]: From City of Tacoma

1 **Section 5 - Special and Emergency Meetings-**

2 The presiding officer, or a majority of members, or the Director of Planning and Development
3 Services, may call a special meeting in accordance with RCW 42.30.080. Discussion and action
4 during special meetings is limited to items indicated on the agenda. The notice requirements of
5 this section may be dispensed with in the event a special meeting is called to deal with an
6 emergency pursuant to RCW 42.30.080.-

7 In the case of an emergency, the Planning Commission may hold electronic meetings of the entire
8 membership. These meetings shall provide access to the public and comply fully with the Open
9 Public Meetings Act.

10 **Section 6 – Joint Meetings of the Planning Commission and the Board of County**
11 **Commissioners**

12 The Planning Commission shall request to meet with Board of County Commissions at least once
13 annually. Annual or semi-annual meetings should be considered to review the Planning
14 Commission’s work program.

Commented [PjG13]: Added 10/20

15 **Section 7 - Adjournments and Continuances-**

16 Any regular meeting, special meeting, or public hearing may be adjourned to a specified time and
17 place in accordance with RCW 42.30.080.-

18 **Section 8 – Training**

19 Planning Commission members must complete training requirements on the Open Public
20 Meetings Act within 90 days of assuming office or taking the oath of office. Additional training in
21 land use planning, the Growth Management Act, and similar state planning laws is encouraged.
22 Renewal of Open Public Meetings Act training shall occur in intervals of no less than four years.

23 These Bylaws shall be sent electronically to new Planning Commission members within seven
24 days of appointment by the Recording Secretary.

25 **Section 9 – Attendance**

26 Planning Commission members will strive to attend all regular and special meetings. If unable to
27 attend, the Planning Commission member will notify the Planning & Development Services as
28 soon as possible prior to the meeting. Four consecutive absences, except in the case of sudden
29 illness or other unforeseen hardship, in any calendar year by any member obligates the Chair to
30 notify the Board of County Commissioners of a potential vacancy.

Commented [PjG14]: PC Edited 10/6

31 **Section 10 – Public Remarks**

32 Opportunity for public participation at Planning Commission meetings is encouraged. A public
33 remarks agenda item may be added to the agenda once a month or more frequently. This time on
34 the agenda is an opportunity for anyone to speak to the Planning Commission about any topic
35 except items scheduled on the agenda for a public hearing that same day, or items that have had a
36 public hearing and are still under Planning Commission deliberation. Public Remarks, which is

1 not part of the formal public participation process for any development regulation or
2 comprehensive plan amendment project, is limited to three minutes per speaker and up to fifteen
3 minutes total, or as allowed by the Chairperson.

Commented [PG15]: Consistent with language typically used on the agenda.

4 **Section 11 – Public Media Statements**

5 No release to the public or media on behalf of the Planning Commission shall be made without
6 approval of the Planning Commission Chair or by vote of the Planning Commission.

Commented [PJG16]: Approved PC 10/20

7 **ARTICLE VI - COMMITTEES-**

8 The Chair may appoint from among the members of the Planning Commission whatever
9 committees are deemed necessary. The Chair shall appoint committee chairpersons as appropriate
10 and may dissolve any such committees. To ensure compliance with the Open Public Meetings
11 Act, no committee may include a quorum of the Planning Commission.

Commented [PG17]: End of 10/6 PC Meeting review.

12 **ARTICLE VII - ETHICS AND RULES OF CONDUCT-**

Commented [PG18]: New Sections 1 – 4 inserted PC Meeting 4/13 – Tim Raschko

13 **Section 1 - Statement of Ethical Principles**

14 **A. Serve the public interest.**

- 15 1. Recognize the rights of citizens to participate in planning decisions.
- 16 2. Give citizens full, clear, and accurate information.
- 17 3. Expand choice and opportunity for all persons.
- 18 4. Assist in the clarification of community goals.
- 19 5. Ensure that information available to decision makers is also available to the public.
- 20 6. Pay special attention to the interrelatedness of decisions and the long-range
21 consequences of present actions.

22 **B. Strive to achieve high standards of integrity and proficiency.**

- 23 1. Exercise fair, independent, and honest judgment.
- 24 2. Publicly disclose any personal interests.
- 25 3. Define personal interest broadly.
- 26 4. Abstain from participation in a matter in which you have a personal interest and leave
27 the chamber when the matter is being deliberated.
- 28 5. Seek no gifts or favors.
- 29 6. Abstain from participating as an advisor or decision maker on any plan or project in
30 which you have previously participated as an advocate.

- 1 7. Serve as advocates only when the objectives are legal and serve the public interest.
- 2 8. Not participate as an advocate on any plan or program in which you have previously
- 3 served as an advisory or decision maker except after full disclosure and in no
- 4 circumstance earlier than one year following termination of the role as advisory or
- 5 decision maker.
- 6 9. Not use confidential information to further a personal interest.
- 7 10. Not disclose confidential information.
- 8 11. Not misrepresent facts or distort information.
- 9 12. Not participate in any matter unless prepared.
- 10 13. Respect the rights of all persons.

11 These principles are aspirational in nature and they seek to inspire voluntary commitment through
12 appeals to conscience. They are a positive obligation.

13 Section 2 - Conduct of the Members of the Planning Commission

- 14 • Members of the planning commission shall take such time as to prepare themselves
15 for hearings and meetings.
- 16 • Any member of the planning commission absent from three consecutive regular
17 meetings or any six regular meetings within a calendar year, without being excused
18 by the Chairperson, may be removed for cause.
- 19 • A planning commission member with a conflict of interest in an item before the
20 commission must state that a conflict of interest exists and withdraw from
21 participation in the public hearing, working session, emergency meeting, or regular
22 meeting on that item.
- 23 • The interests of that planning commission member may be represented before the
24 planning commission by a specifically designated representative or legal agent at the
25 public hearing or working session, and testimony entered into the public record.
- 26 • Participation of a planning commission member with a conflict of interest is cause
27 for removal.

28 Section 3 - Censuring a Member

29 The censure of a member of a governing body is public statement condemning the member's
30 inappropriate behavior with the hopes of reforming him or her so that he or she will not behave in
31 the same way again. Members can be censured for:

- 32 • misconduct at meetings.

- 1 • failing to follow proper procedures.
- 2 • violating confidentiality.
- 3 • moral misconduct.
- 4 • absenteeism.
- 5 • lying.
- 6 • disloyalty.
- 7 • working against the organization, including the undermining of a decision of the
- 8 organization.
- 9 • conspiracy, and
- 10 • violating other values that the governing body holds dear.

11 Censure is one way for the other members of the governing body to avoid the appearance of
 12 agreement with the objectionable behavior of a fellow member. The presiding officer cannot
 13 censure a member of the governing body for misbehavior; only the body can do so. The presiding
 14 officer can also be censured for not following parliamentary rules in meetings, and for denying
 15 members their basic rights to make motions, participate in debate, and vote.

16 **Section 4 - Support for Decisions of the Planning Commission**

17 Local governments and public bodies are different from private organizations. Under the First
 18 Amendment to the Constitution, elected officials and citizen volunteers have the right to speak out
 19 when they hold a different view from the body. At the same time, they may not try to undermine
 20 the body's decision.

21 **Section 5 - Quasi-Judicial Actions-**

22 Planning Commissioners shall comply with the provisions below in addition to the Appearance of
 23 Fairness Doctrine articulated in RCW 42.36.-

24 Pursuant to RCW 42.36.060, during the pendency of a quasi-judicial proceeding, members should
 25 avoid ~~ex parte~~ any outside communications about the proposal when all participants in the matter
 26 are not present. If a member has had *ex parte* communication with either proponents or
 27 opponents of the project during the pendency of the proceeding, the member shall make a public
 28 announcement of the content of the communication at each hearing and provide an opportunity for
 29 parties to rebut the substance of the communication.-

Commented [PG19]: PjG inserted per PC request to define terms and use common language 4/13.

30 **Section 26 - All Actions-**

31 Any member of the Commission who in his or her opinion has a ~~pecuniary~~ financial interest in
 32 any matter before the Commission that would prejudice his or her actions shall so publicly
 33 indicate and shall step down, leave the hearing room and refrain from voting and any manner of

Commented [PG20]: PjG inserted per PC request to define terms and use common language 4/13.

1 participation with respect to the matter in question so as to avoid any possible conflict of interest
2 or violation of the appearance of fairness.-

3 If a member of the Commission or his/her immediate family has a ~~pecuniary~~ financial interest in
4 the matter at hand but does not think that this would prejudice his/her opinion the member should
5 publicly disclose this interest on the record prior to the start of the hearing and allow persons to
6 challenge his/her participation in the hearing. If so challenged the member shall step down, leave
7 the hearing room and refrain from voting and any manner of participation with respect to the
8 matter in question. If not challenged the member may participate. ~~When a topic is first introduced
9 or a main motion is made, the Chair should allow all questions for information purposes to be
10 asked before opening to debate.~~

11 **ARTICLE VIII - AMENDMENT OF BYLAWS-**

12 The Planning Commission shall review its bylaws ~~periodically~~ as needed. The initial draft of a
13 proposed amendment must be provided to the Commission at least one meeting before adoption.-

Commented [PG21]: PC Meeting 04/13 – Henley

14 Any changes to bylaws require a majority vote of the Planning Commission members and
15 approval by the Board of County Commissioners (SCC 14.02.080(6)).-

16 These bylaws, upon approval by the Board of County Commissioners, repeal and supersede all
17 previous bylaws.-

1 **APPENDIX A - SIMPLIFIED RULES OF PROCEDURE-**

2 **A. Intent-**

3 These procedures are adopted to provide the Chair with guidelines for conducting orderly
4 public hearings and meetings ~~in lieu of Robert's Rules of Order.~~ The Planning Commission
5 reserves to the Chair the authority-to make reasonable changes or modify these guidelines to
6 facilitate legitimate special needs and to promote a fair- and orderly proceeding.-

Commented [Pg22]: 10/20 Alternative is "as set forth in current Robert's Rules of Order."

7 In all matters of parliamentary procedure not specifically governed by these Bylaws or
8 otherwise required by law, the current edition of Robert's Rules of Order (Newly Revised)
9 shall apply.

Commented [Pg23]: 10/20 PC Meeting

10 **B. Public Hearings (Legislative and Quasi-Judicial)-**

11 1. General Hearing Procedures-

- 12 a. Chair declares the public hearing open.-
- 13 b. Chair reads the following statement as a guideline, prepared by staff in advance:-

14 *The purpose of this public hearing is to [state purpose]. Everyone present will be*
15 *given an opportunity to speak. However, if this hearing extends beyond [state*
16 *hour], the hearing will be continued to a later date and time.-*

17 *[For legislative hearings] Those of you who wish to provide public comment are*
18 *asked to sign in on the speakers list so that you may have an opportunity to*
19 *comment. Those who may not elect to sign in will nevertheless be given an*
20 *opportunity to speak following those who have signed in.-*

21 *Comments [may] will be limited to a [state time period].-*

22 *Written comments are encouraged and will be received until the close of this*
23 *public hearing.-*

24 *[If applicable] A court reporter is present to record your comments. Before you*
25 *testify, clearly state your name, spell your last name for the record, and indicate*
26 *where you reside.-*

27 c. Appearance of Fairness Issues (Quasi-Judicial hearings only)

- 28 i. Chair requests anyone who objects to the Chair's participation, or any other
29 Planning Commission member's participation, to please state so now and
30 give the reasons for objection.-

Formatted: Body Text

- 1 ii. Chair asks the Planning Commission members if any have an interest in the
2 property or issue. Chair asks Planning Commission members if they can
3 hear and consider this matter in a fair and objective manner.-
- 4 iii. Chair requests any Planning Commission member to place on record the
5 substance of any communication each has had outside of the hearing with
6 opponents or proponents on the issue to be heard. After the communication
7 is placed on the record, the Chair should request whether any interested
8 parties wish to rebut the substance of the communication.-
- 9 d. Chair requests staff to make its presentation (15-minute limit).-
- 10 e. [Follow procedures in subsection 2 or 3 below, as appropriate to the type of
11 proceeding.]
- 12 f. Chair declares the public hearing closed and thanks members of the public for
13 their testimony.-
- 14 g. Planning Commission deliberates on the record, discussing findings of fact,
15 conclusions, and recommendations (See "C - Public Meetings" below). The
16 Planning Commission may take all information under advisement and postpone
17 deliberation until a later meeting, provided the meeting is properly adjourned.-
- 18 2. For quasi-judicial hearings, or for legislative proposals of a site-specific nature, the
19 procedures shall be as follows:-
- 20 a. Following the staff presentation, the applicant or his/her representative is invited
21 to comment. If there is an organized group of opponents to a proposal, then the
22 representative of that group is also invited to comment. Notwithstanding
23 subsections (e) and (f) below, the Chair may decide on the timing of cross-
24 examination, depending on the circumstances of the particular hearing, and the
25 availability of the expert witness.-
- 26 b. Chair invites comments from citizens for and against the proposal.-
- 27 c. The chair invites the applicant to rebut the opposition.-
- 28 d. Additional comments from those against and those for the proposal should be
29 recognized, if needed.-
- 30 e. Cross-examination of experts and staff by representative of applicant or
31 opponents.-
- 32 f. Chair requests whether the Planning Commission members have questions of the
33 applicant, citizens, or staff.-
- 34 3. For legislative proposals that are not of a site-specific nature, the procedures shall
35 be as follows:-

- 1 a. Following the staff presentation, the chair invites comments in the order of
2 names on a sign-up sheet.
- 3 b. Chair invites comments from latecomers or others who may not have signed up.-
- 4 c. Chair requests whether the Planning Commission members have questions of
5 citizens or staff.-

6 **C. Public Meetings-**

7 1. Order of Business-

- 8 a. Call to order-
- 9 b. Roll call (optional. In any case, Secretary records attendance)-
- 10 c. Approval of minutes of last meeting, if applicable-
- 11 d. Officers and Committee reports, if applicable-
- 12 e. Special orders - Important business previously designated for consideration at
13 this meeting-
- 14 f. Unfinished business
- 15 g. New business-
- 16 h. Announcements-
- 17 i. Adjournment-

18 2. Process-

- 19 a. Before Deliberations-
 - 20 i. The Planning Commission should not begin deliberation on matters before
21 them until the Chair calls for a motion. However, the Chair may allow
22 Planning Commission members to seek additional information or
23 clarification on a matter before them prior to opening debate on such matter.-
 - 24 ii. Before making a motion, a Planning Commission member must request to
25 obtain the floor from, and be recognized by, the Chair.-
 - 26 iii. Absent a second on any motion, the motion is lost, without any further
27 discussion.-
- 28 b. Deliberations-

- 1 i. After a motion is made and seconded, the Chair repeats the motion and calls
2 for discussion on the motion. The Chair may set a time limit for discussion
3 at his/her discretion.-
- 4 ii. The Planning Commission member making a motion is always allowed to
5 speak first.-
- 6 iii. All comments and debate must be directed to the Chair.-
- 7 iv. The Planning Commission member making a motion may speak again only
8 after other speakers have finished, unless called upon by the Chair.-
- 9 c. Voting-
- 10 i. If there is no more discussion, the Chair asks if the Planning Commission is
11 ready to vote. Alternatively, a Planning Commission member may move to
12 end debate and call for a vote (call the question).
- 13 ii. Voting may be by roll call or voice vote.
- 14 iii. When a motion is not likely to be opposed, a motion may pass by general
15 consent. The Chair says, "if there is no objection..." The membership
16 shows agreement by their silence. However, if there is an objection, the item
17 must be put to a vote.-
- 18 d. Types of Motions-
- 19 The following is a list of the various types of motions, and their use.-
- 20 i. Main Motion: The formal proposal for consideration and action. A main
21 motion cannot be made when any other motion is on the floor, and yields to
22 privileged, subsidiary, and incidental motions.
- 23 ii. Subsidiary Motions: Their purpose is to change or affect how a main motion
24 is handled. These motions are voted on before a main motion. Examples are:-
- 25 • Motion to Amend: Used to suggest an addition or revision to the main
26 motion.-
- 27 • Motion to Divide the Question: Breaks the motion on the floor into
28 two parts, in a manner suggested by the mover.-
- 29 • Motion to Refer to Committee: Applies only to the main motion. The
30 Chair may appoint committees pursuant to Article VIII above.-
- 31 • Motion to Extend Debate: Can be general, or for a specific time or
32 number of speakers. Not debatable.-

- 1 • Motion to End Debate and Vote or Call the Question: Applies only to
2 the motion on the floor. Not debatable.-
- 3 iii. Privileged Motions: Their purpose is to bring up important or urgent matters
4 or needs, such as a motion to recess or adjourn. Not debatable.
- 5 iv. Incidental Motions: Their purpose is to provide a means of questioning
6 procedure concerning other motions and must be considered before any
7 other business is taken up. Some examples are:-
- 8 • Motion to Suspend the Rules: Suspends the formal process for dealing
9 with a specific question (such as time limits, motions, etc.) Debatable.-
- 10 • Motion to Appeal Chair’s Decision: Allows the Planning Commission
11 to overrule a decision made by the Chair. Not debatable.-
- 12 • Point of Order: A question about a process, or objection and
13 suggestion of alternative process. May include a request for the Chair
14 to rule on process.-
- 15 • Point of Information: A request for information on a specific question,
16 either about process or about the content of a motion. May not be used
17 to obtain the floor for debate.-
- 18 3. Other Meeting Guidelines-
- 19 a. **When a topic is first introduced** or a main motion is made, the Chair should
20 allow all questions for information purposes to be asked before opening to
21 debate.-
- 22 b. **Discourage the repetition of arguments.** The Chair should attempt to call on
23 people who have not yet spoken before those who have already spoken. The
24 Chair should also discourage dialogues that start up between two individuals in
25 debate.-
- 26 c. If **debate carries on too long**, the Chair should impose time limits on speakers.-
- 27 d. **Do not speak in jargon, initials or acronyms** - unless all present are familiar
28 with common terms, avoid such usage.
- 29 e. **Be respectful.** Differences of opinion are inevitable. It is up to each Planning
30 Commission member to balance the needs of his/her constituents with the needs
31 of the community as a whole. Agree to disagree. Lose gracefully. Win honorably.
- 32 f. **Be prepared.** Read staff reports and other materials provided before coming to a
33 meeting. Ask questions of each other or staff in advance to avoid spending
34 meeting time becoming familiar with the issue being addressed.-

- 1 g. **Be objective.** Planning Commission members must be able to distinguish
2 between fact and opinion, and to support decisions based on facts, regardless of
3 personal opinion.-
- 4 h. **Speak in turn.** Public proceedings are recorded. Speaking out of turn may
5 prevent someone’s testimony or comments from being recorded, which may
6 unfairly exclude such testimony or comments from the record. Planning
7 Commission members and staff must speak directly into the microphone, and
8 only when in turn, as granted by the Chair.

Formatted: Body Text