

**CITY OF SAINT ANTHONY VILLAGE
STANDING RULES FOR CONDUCTING
COMMISSION MEETINGS**

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that public decisions are best served when the public has every opportunity to present views, the following rules are established to govern regular and special Commission meetings as well as formal public hearings. There are several goals behind these rules.

In general, free and open discussion by all interested parties should be an essential part of the decision making process.

The process should have as little procedural overhead as possible.

Time is better spent on substantial matters rather than perform matters.

MEMBERSHIP

The formal Commission membership consists of seven Planning/five Parks Commission members. . All have one vote each and all can introduce motions. For purposes of leading the meeting, the Chair, or in the absence of the Chair, the Vice-Chair will be considered the Chairperson. A quorum is required to do official business and a quorum of the Commission consists of four Planning and three Parks members.

Meetings of the Commission shall be held on the third Tuesday (Planning) of each month and on the first Monday quarterly (Parks) at 7:00 pm. Commission work sessions will be called from time to time, as deemed necessary.

RULES

Order of Business

The following shall be the order of business of the Commission:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF MEETING AGENDA

APPROVAL OF MEETING MINUTES

PUBLIC HEARING (Planning)**REPORTS****PRESENTATIONS****OTHER BUSINESS****COMMUNITY FORUM**

Individuals may address the Commission about any Commission business item not included on the regular agenda. Speakers are requested to come to the podium, state their name and address for the secretary's records, and limit their remarks to five minutes. Generally, the Commission will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on a upcoming agendas.

INFORMATION AND ANNOUNCEMENTS

Should be germane to the duties of the Commission

ADJOURNMENT**AGENDA**

To be considered, an item must on the agenda and the agenda must be distributed to all the Commission members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addendum by a majority vote but this should be used only for minor items or items with extreme time constraints.

With there being cable TV and in-person audience, who are not as familiar with each item, the Chair will give a brief explanation of each item as it is addressed.

The order of items on the agenda need not be followed absolutely. The Chair may adjust the order in the interest of:

- Filling in time before a scheduled item, i.e. a public hearing.
- Grouping several items to best make use of consultant time.
- Accommodating individuals who have attended the meeting specifically to provide input on an item.

PROCESS FOR REGULAR AND SPECIAL COMMISSION MEETINGS

For these proceedings the Commission will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. The privilege is also extended to the staff, and any of the consultants who may have an interest in or can contribute to the item at hand.

The Chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the Chair are likely to be unanimously approved can be introduced for approval with the statement: “If there are no objections, stands approved (or denied).” If any Commission member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e., resolutions or for approval of the consent agenda.

The standard motion procedure is that each motion requires a second. This also applies to amendments. Any motion, by any member shall be reduced to writing upon request of any member. No motion shall be put to a vote until it has been stated by the maker at the request of any member of the Commission.

To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.

The general mode of voting will be by acclamation but with enough clarity that individual votes can be recorded in the minutes. If in doubt, any member can request clarification. Each individual’s vote will be entered in the minutes.

Any member may abstain from voting or disqualify themselves. The reason for disqualification or abstention must be stated by the member and entered into the minutes. If a member disqualifies them self, they may leave the room while the issue is being considered.

Roberts Rules of Order (revised) shall govern the Commission procedures not covered by the Standing Rules of the Commission.

The meeting will be recorded, and the recording will be retained for three (3) months following approval of the minutes of the meeting. The standard retention can be extended if in the judgment of the Mayor, City Clerk or any other Councilmember, such action is warranted.

If the Commission action is the result of a resident request and that request is denied in whole or in part, reasons of the fact supporting the denial will be made part of the public record.

PROCESS – PUBLIC HEARING (Planning Commission)

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the Chair will introduce the hearing with an explanation of the issues. The Chair will give this explanation or a person designated by the Chair. The use of explanatory visual aids is encouraged.

Following the explanation, input from the public will be taken. Prior to accepting input though, the Chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.

All individuals wishing to speak must fill out and submit an identification form and speak in to a recording microphone. Individuals not wishing to speak in public may provide a written statement. The Planning Commission may take up to 15 minutes to review written statements presented at the meeting. If the Commission decides not to act on the issue at the public hearing meeting, it may by majority vote extend the time where written input will be taken to a day not later than one week before the next meeting where a deciding vote is planned.

All speakers are to address the commission, expected to be business like, to the point and courteous. Anyone not abiding by these rules will be considered out of order.

- Everyone who wishes, will have a chance to address the Planning Commission, citizens must address all questions and comments to the Chair, who will then determine who will answer them. Questions will be answered when all persons have had a chance to speak. Only one person may speak at a time. Citizens are urged to be polite and quiet as comments are made to the Planning Commission. Applauding or other displays of approval or disapproval are inappropriate during Planning Commission proceedings.
- No one will be given an opportunity to speak a second time until everyone has had an opportunity to speak initially. Please limit second presentation to new information and not rebuttals.
- The Planning Commission will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up.
- When public comments are completed, the Planning Commission closes the public hearing and starts its own discussion. The audience is welcomed to listen quietly to the discussion but is requested not to make comments.

Once the public testimony phase is complete, the Chair will announce the public hearing to be closed and the Planning Commission will revert back to its open discussion mode of operation. From this point on, public input will only be appropriate when solicited by the Planning Commission.

It shall be the intent of the Planning Commission to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, the procedure will be clearly explained to the audience.

If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.

If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.

ANNUAL REVIEW

These rules will be reviewed by the City Council.

INTERPRETATION

The Chair will interpret the rules. However, the Chair's interpretation can be appealed by any Commission member and can be overruled by a majority vote.