

**Section 1: Purpose and Intent**

These rules of procedure are established pursuant to the Code of Ordinances, Part III – Zoning and Development Code, Chapter 10-68(d)(5). The purpose of these rules and procedures is to assist the Planning and Zoning Commission (the “Commission”) and city staff in preparation of agendas and conduct of Commission meetings. These rules of procedure, shall be reviewed at least annually and approved by majority vote of the Commissioners present at the meeting.

**Section 2: Staff**

The Planning and Development Services Director (the “Director”) shall be the staff liaison to the Commission. The Director may designate staff member(s) to prepare agendas, produce meeting packets, take and prepare minutes, manage records and perform other duties necessary for the proper function of the Commission.

**Section 3: Election of Officers**

In addition to the offices designated in Code of Ordinances, Part III – Zoning and Development Code, Chapter 10-68(d) (1), the Commission designates an additional office; Alternate Vice-Chair.

The Commission shall elect a chair, vice-chair and alternate vice-chair annually. The election shall be made at the later of either the first Commission meeting in November, or 2 months after the majority of the Commission positions have been filled by the City Council per the Code of Ordinances, Part III – Zoning and Development Code, Chapter 10-68(c). The Commission officers shall be elected by the majority vote of Commissioners present at the meeting.

If an officer position becomes vacant prior to expiration of its term, the Commission shall elect a new officer at the next regular Commission meeting. In the absence of the chair, vice-chair and alternate vice-chair, the first order of business shall be the election of a temporary chair. The election of a temporary chair does not survive the meeting in which it is made.

**Section 4: Agenda**

- 4.1. Preparation. The Director shall prepare or cause to be prepared an agenda for each Commission meeting, work session, or retreat.
- 4.2. Order of the agenda. Agenda shall be generally organized as follows:
  - a. Call to order;
  - b. Roll call;
  - c. Pledges of allegiance;
  - d. Consent agenda items;
  - e. Meeting minutes;
  - f. **Platting and** Zoning – public hearing required;
  - g. **Replatting - when a public hearing is required;**

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~~h. Platting—no public hearing;~~

- i. Presentations and other business;
- j. Staff and Commission updates;
- k. Adjournment.

The Director shall have the authority to reorganize the agenda prior to its publication upon consideration of volume of projects under each category or anticipated public attendance. At the beginning of a Commission meeting, the chair may take items out of sequences if there are no objections from other Commissioners.

4.3. Public availability of agenda. In addition to the requirements of the Texas Open Meetings Act, V.T.C.A., Government Code Ch. 551, the Commission agenda and supporting materials, excluding exempt materials, shall be made available to any member of the public who properly requests it. However, any member of the public requesting the Commission packet or staff report(s), excluding exempt materials, shall pay all costs associated with the reproduction of the same. The Commission meeting agendas shall also be made available to the public on the city's internet website.

4.4. Consent agenda.

- a. Definition. Any items to be brought before the Commission that do not require a public hearing and which are considered by the Director to be routine and noncontroversial, may be placed on the consent agenda.
- b. Placement on consent agenda.
  - 1. All items placed on the consent agenda shall be noted and treated as one agenda item. Each item included on the consent agenda shall be numbered separately and be reasonably explained.
  - 2. The consent agenda portion of the printed agenda shall be preceded by an explanatory note to the public, in substantially the same wording as follows: "All matters listed hereunder as the consent agenda are considered to be routine by the Commission and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda upon the request of any Commission member and will be considered separately."
- c. Consideration of items on consent agenda.
  - 1. Questions and explanation of consent agenda items will be permitted, but there shall be no general discussion or debate.
  - 2. The Commission shall vote on the consent agenda as one item, so passage of the consent agenda will be passage of each item included thereon. Failure to

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pass the consent agenda will not defeat each item included thereon; in such event, each item shall be considered individually.

3. Prior to the consent agenda being voted upon, any item included thereon shall be removed upon the request of any Commission member. A request for removal from the consent agenda may be made either in writing or verbally. Any item removed from the consent agenda shall be considered as a separate action item at the meeting on which such item appears on the consent agenda.

- 4.5. Placement of agenda items by Commission members. Any Commission member may request the placement of any item on the agenda provided that at least one additional Commissioner supports the item to be placed on the agenda, at the next commission meeting. There is no vote on this request. A Commissioner may request the placement of any item on the agenda only during staff and Commission updates, as defined in Section 4.2.

### Section 5: Conduct of Commission meetings

- 5.1. Chair. All Commission meetings shall be presided over and conducted by the chair or, in his/her absence, the vice-chair. In the absence of the vice-chair, the meeting shall be presided by the alternate vice-chair.
- 5.2. Rules of Order. All meetings of the Commission shall be conducted generally in accordance with Robert's Rules of Order, in its most current revised edition. The Robert's Rules of Order shall be liberally interpreted and failure to fully comply shall not nullify any action by the Commission.
- 5.3. Parliamentarian. The city attorney, any assistant to the city attorney or in his/her absence the Director, shall be designated as parliamentarian and shall make rulings on parliamentary procedure when requested to do so by a Commission member or when the validity of a Commission action might be affected.
- 5.4. Call of agenda items. The chair may call each agenda item by number or short caption only. It shall not be necessary to call an agenda item by its complete caption.
- 5.5. Presentation by city staff. With the exception of the consent agenda, city staff shall make any presentation necessary for a public hearing or before any item on the agenda.
- 5.6. Presentation by applicant. Upon completion of presentation by staff, the applicant or his/her agent shall have the opportunity to present the item under consideration by the Commission. The presentation shall be limited to no more than 10 minutes. However, the chair may expand the time limit set forth up to 5 additional minutes if the presenter requests an extension and if no Commission member objects. If a Commission member objects to the presenter's request for an extension, then the Commission shall vote to approve or disapprove the request for extension.
- 5.7. Procedure for citizens addressing the Commission during public hearings.

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- a. Any person wishing to address the Commission concerning a public hearing may do so provided that he or she limits such presentation to three minutes, and provided that he or she has previously delivered to the Commission chair a registration card identifying the public hearing item on which the person desires to address the Commission.
  - b. The registration card shall include the following information:
    - (i) Full name;
    - (ii) Business and/or residential address;
    - (iii) Business and/or residential telephone number;
    - (iv) Representation;
    - (v) The topic of the public hearing, or agenda number;
    - (vi) Brief statement of position, e.g., for or against an agenda item or summary of communication.
  - c. Persons addressing the Commission concerning a public hearing shall be limited to no more than three minutes. However, the chair may expand the time limit set forth up to one additional three-minute period if the presenter requests an extension and if no Commission member objects. If a Commission member objects to the presenter's request for an extension, then the Commission shall vote to approve or disapprove the request for extension.
  - d. If the number of persons signing up to address the Commission during a public hearing exceeds a total of ten, the chair may limit the time for each person to less than three minutes unless a Commission member objects. If a Commission member objects to the time limitation, then the Commission shall vote to approve or disapprove the time limitation.
  - e. The Director shall serve as timekeeper for any presentation made to the Commission.
  - f. The chair may deny any person the opportunity to address the Commission if the presentation made or offered is substantially repetitive of a presentation previously made or is not relevant to the matter for which the public hearing is held.
- 5.8. Discussion by Commission. Upon hearing presentations and closing the public hearing, the Commission may discuss and deliberate the item before them. The Commission may ask additional questions or seek clarifications from staff, the applicant or a member of the public.
- 5.9. Commission vote. The Commission Chairman shall state who made the motion and who provided a second. The Director shall maintain, and the minutes shall reflect, all votes made by the Commission in open meeting.