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## Staff Report to the Plan Commission

Plan Commission Bylaws – In the Absence of the Chair Policy

Prepared: August 2, 2024

### TITLE & SUMMARY

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**Project:** 2024-0563 – Plan Commission Bylaws – In the Absence of the Chair Policy

**Purpose:** The Plan Commission has a Chairman and a Vice-Chairman who may conduct the business of the Plan Commission when the Chairman is absent. This policy will formalize additional details.

### SUMMARY & BACKGROUND

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On August 7, 1995, Ordinance 2768 established/updated the expectations of the Plan Commission regarding membership, term, removal, and compensation.

Current practice is for the Vice-Chairman to serve as the presiding officer for any Plan Commission meeting in which the Chairman is unable to attend. ***The introductory paragraph and Item 1 clarify the discussion on July 16.***

### PLANNING DISCUSSION

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The responsibilities of the Plan Commission are codified in Section 3-102 of the Land Development Code (LDC). In summary, the Chairman, the Vice-Chairman, ***or chair pro tem (by a majority vote of a quorum of members physically present at the meeting)*** will enforce the powers and duties of the Plan Commission, including the following tasks and Plan Commission Bylaws – Public Participation Policy:

1. Follow Robert's Rules of Order, ***except as expressly modified by Village code or Commission Policy.***
2. Call to Order/Roll Call
3. Lead the Pledge of Allegiance
4. Describe meeting expectations to the public
5. Request motions, seconds, and votes (by roll call if not unanimous) for:
  - a. Approval of meeting minutes
  - b. Opening and closing of public hearings

- c. Opening and closing of non-public hearings
- d. Adjournment
- 6. Ensuring public participation for each public hearing and non-public hearing
- 7. Announcing other business items on the agenda (including the New Petitions memo)
- 8. Ensuring participation by non-scheduled citizens and visitors prior to adjournment

## **STAFF RECOMMENDED ACTION**

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Regarding Case Number 2024-0563, Staff recommends the Plan Commission adopt “Plan Commission Bylaws – In the Absence of the Chair Policy”, as discussed at this Plan Commission meeting and within the Staff Report dated August 2, 2024.

## **Recommended Motion**

Regarding Case Number 2024-0563, also known as Plan Commission Bylaws – In the Absence of the Chair Policy, I move to approve the Staff Recommended Action as presented in the Staff Report to the Plan Commission for this case.