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Staff Report to the Plan Commission

Plan Commission Bylaws – In the Absence of the Chair Policy

Prepared: July 12, 2024

TITLE & SUMMARY

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

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.

PLANNING DISCUSSION

The responsibilities of the Plan Commission are codified in Section 3-102 of the Land Development Code (LDC). In summary, both the Chairman and the Vice-Chairman 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
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

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 July 12, 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.