



CITY OF CLAYTON PLANNING COMMISSION

PLANNING COMMISSION MEETING PROCEDURES AND PROTOCOL

Date Introduced for Adoption: February 23, 2010

Date Adopted: March 9, 2010

Date Amended: October 22, 2013

In accordance with Clayton Municipal Code Section 2.12.030 Election of Officers – Adoption of Rules of Business – Public Record, the City of Clayton Planning Commission formally adopted at its March 9, 2010 meeting the following procedures and protocol as a basis for guiding the conduct of its meetings:

The Procedures and Protocol for an Agenda Item Discussion at Clayton Planning Commission Meetings should be as follows:

1. The Chair should clearly announce the agenda item number and what the subject is. The Chair should then announce the format that should be followed.
2. The Chair should invite the appropriate people (e.g., staff, committee members, etc.) to report on the item, including any recommendation they might have.
3. The Chair should ask members of the Planning Commission if they have any technical questions of clarification regarding the report(s). The Chair should provide time for these questions and for appropriate responses.
4. The Chair should invite public comments at this point, and if this is a formal public hearing item, the Chair should formally open the public hearing before receiving the public's comments. If there are a larger number of persons wanting to provide comments, the Chair may establish a time limit for individuals commenting or use other measures to help assure that all persons are heard.* At the conclusion of the public comments, the Chair should announce that the public comment period has concluded or, in the case of a public hearing, that the public hearing is closed.
5. The Chair should invite general discussion of the Commissioners of the information received to this point on the agenda item. The Chair should encourage the participation of all the Commissioners in this discussion. After general discussion of the information received, the Chair should invite a motion from the Commissioners. The Chair should defer from making the motion unless the other Commissioners are reluctant to make the motion. The Chair should announce the name of the Commissioner who made the motion.
6. The Chair should determine if any member of the body wishes to second the motion. If a second does not come, the motion fails and does not come before the group. The Chair

should defer from making the second unless other Commissioners are reluctant to make the second.

7. The Chair should make sure that everyone understands the motion. This can be accomplished in one of three ways:
 - a. The Chair can ask the maker of the motion to repeat it;
 - b. The Chair can repeat the motion; or
 - c. The Chair can ask the Secretary of the body to repeat the motion.
8. The Chair should invite discussion of the motion by the Commissioners. When the discussion has ended, the Chair should announce that the Commission will vote on the matter. At this point, the Chair may repeat the motion to make sure all are clear on the matter before the vote.
9. The Chair should then call for the vote. The Chair may ask simply for the “ayes” and the “nays”. If members of the body do not vote, then they should “abstain”. A simple majority determines whether the motion passes or is defeated.
10. The Chair should announce the result of the vote and what action (if any) the Commission has taken.

* Other measures include having staff meet with applicants in advance of meetings to establish time limits on the length of presentations, use speaker cards to better determine the number of speakers that will need to be accommodated, use of a timer to enforce the established time limits, asking for a show of hands to determine those in support of a particular position without individual speakers repeating the same position are all measures to better assure receiving input from larger gatherings of individuals within a constrained amount of time.