



**CITY OF VALDEZ, ALASKA
PLANNING AND ZONING COMMISSION PROCEDURES**

Approved May 8, 1985
Modifications Approved March 1, 1989
Modifications Approved January 23, 1991
Modifications Approved May 22, 1996
Modifications Approved November 14, 2001

I. GENERAL GUIDELINES

A. New Commissioners Seated:

1. New commissioners will be sworn in by the City Clerk after the appointment.
2. The commission will conduct an election of Chairperson and Chairperson pro tem (Vice Chair) at its first regular meeting after December 31.
 - a) No commissioner shall serve more than two (2) consecutive terms as chairman. A majority vote of not less than 4 by ballot of the members elects these officers of the commission for one year.

B. General Meeting Procedure:

1. Basic Procedure - Robert's Rules of Order Revised shall be the source of meeting procedure, except where a different procedure is proper by law or commission custom.
2. Discussion Items - No action shall be taken on any item described on the agenda as a "discussion item", until the next regular or special meeting. If prompt action is required on a matter due to timing of the issue involved, it shall be listed in the usual manner on the agenda.
4. An issue discussed in a public hearing may not appear as an agenda item for decision at the same meeting, except with consent by the majority of the Commission.

5. Public hearings are for the purpose of taking testimony from the public. Commissioners should not debate the issues. Questions of clarification are acceptable.
6. Agenda Format - The usual order of business shall be:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Minutes
 - d. Public Business From the Floor
 - e. Public Hearings
 - f. Unfinished
 - g. New Business
 - h. Reports
 - i. Commission Business From the Floor
 - j. Adjournment
7. Agenda - All items to be considered at a regular meeting shall be submitted to the Community Development Department Office no later than noon of the Wednesday preceding the meeting. No items will be accepted after that time.
8. Special meetings may be called at the request of the Chairperson on twenty-four (24) hours public notice and/or by two (2) Commissioners.
9. Discipline - The Commission has the right to control its meeting hall. The presiding officer shall act on behalf of the commission in enforcing order as provided by parliamentary law. Decorum of the members should reflect the dignity of the assembly and the public good.
10. Discussion -
 - a.. After a motion has been made and seconded, but prior to Commission vote, members of the public may speak to the subject.
 - b. Each person of the public speaking shall state his name and shall strive to keep the discussion brief and to the point.
11. Chairperson duties - Control of the meeting requires that the presiding officer be concerned with the following items:
 - a. Discussion must be closely related to the subject at hand.
 - b. Time used by each participant in the discussion must not be

excessive.

- c. Determination must be made as to when sufficient consideration has been given to an issue considering the available facts.
 - d. A ruling of the presiding officer may be appealed by any commission member. The appeal shall then be decided by a majority of the members in attendance. ("The ruling by the chair has been appealed; those in favor of the ruling signify by aye, those opposed nay.")
 - e. The Chairperson shall state the results of any action upon the report of the vote by the recording secretary. (Recording secretary - ___ayes, ____ nays; Chairperson - motion passes/fails.)
12. Limitation on Chairperson - Prior to making a motion, the presiding officer must relinquish the gavel to another commission member, who will preside over the discussion and determination of the motion.
13. Motions for Reconsideration - Any action may be brought up for reconsideration one time by any commission member.

C. Attendance:

- 1. Any commission member(s) not able to attend a particular meeting should notify the Community Development Department staff as far in advance as possible.
- 2. Administrative staff as required should be available for all commission meetings.
- 3. Requests for absence should be acted upon by the commission as appropriate.
- 4. The seat of any commissioner, including the Chairperson, shall become vacant when the commissioner is absent from three consecutive regular or special meetings of the commission except where requests for extended absences are approved and passed on a motion by a majority of the commission.
- 5. When a seat becomes vacant, the Chairperson will request by official memo to the Council that a replacement be appointed.

D. Absence of Presiding Officer:

1. Should the Chairperson be unable to attend any meeting, the Chairperson pro tem shall act in his place.
2. Should both the Chairperson and the Chairperson pro tem be absent and a quorum (majority) be in attendance, those members shall elect a chairman for that meeting as an acting Chairperson.
3. Should the office of Chairperson become vacant, the Chairperson pro tem shall assume the office and a new Chairperson Chairperson pro tem shall be elected at that time.

E. Referrals to Council and Correspondence:

1. It shall be the duty of the Chairperson or designee, to be present at all Council meetings when a referral or appeal from the Commission is to be considered in order to present the view of the Commission as positively and forcefully as necessary to assure that these views are clearly understood.
2. Any correspondence from the Commission requiring the signature of the Chairperson (or Chairperson pro tem) shall be an action approved by a majority of the commissioners before delivery. A copy of all such correspondence shall be included in the commissioner's work folder.

II. MISCELLANEOUS PROVISIONS

- A. **Meeting Times:** Call to order for regular meetings of the commission will be 7:00 p.m. on the second and fourth Wednesday of each month.
- B. **Amendment of Commission Rules of Procedure:**
 1. Modifications and changes to commission procedures shall be made by a majority of members.