

**CITY OF GOLDEN
PLANNING COMMISSION RULES OF PROCEDURE**

These procedures are intended to supplement the general parliamentary procedure recommended in Planning Commission's by-laws with more specific guidance to the Commission for the most effective meeting procedures.

Chairpersons Privileges and Duties

1. The Chair shall, at the designated date and time, call the Commission to order and upon ascertainment of a quorum proceed with business.
2. The Chair acts to conduct the meeting in an orderly and democratic fashion. The Chair seeks to clarify the actions pending before the Commission to focus discussion and to assure full discussion and deliberation before a vote.
3. The Chair acts as parliamentarian with the assistance of staff and legal counsel, if present, unless the Commission designates another member to act in that capacity.
4. In the role of achieving the most effective meeting, the chair generally encourages and enlists other members to propose or second motions and lead initial debate. Nevertheless, the chair is entitled to the same rights as other members regarding the presentation of motions, seconding motions, and debate as deemed appropriate by the chair.
5. The chair may declare a temporary recess without motion or consent of the Commission, however, no recess shall be declared which would interrupt a member who has properly secured the floor to speak.
6. In the event any person(s) interrupts the business of Commission or causes a disorder, the chair may require such person to cease such behavior and/or leave council chambers or the meeting room. Should such person fail to comply, the chair may request a police officer be summoned and have such person removed.

General Rules for Effective Meetings

1. Except when raising a Point of Order or Point of Information (see parliamentary rules), a commissioner must be recognized by the chair and given the floor in order to address the commission.
2. In order to maintain a clear recorded meeting record, only one person shall speak at a time. Interrupting a person who has the floor or engaging in side conversations while another person has the floor is out of order.
3. The Chair may direct that discussion be limited to one topic or issue at a time in order to most effectively consider all relevant issues. To that end, each commissioner will speak to the issue or aspect of the subject land use case directly and concisely, reserving other comments until such issue or opportunity is raised by the chair.

4. A commissioner should only speak once to any motion or specific topic raised by the chair until such time as others seeking the floor have been provided an opportunity to speak.
5. The Chair will endeavor to cover all relevant issues or questions pertaining to an agenda item but will afford each commission member the opportunity to suggest relevant topics or issues.
6. In the course of deliberations commissioners will attempt to clearly articulate their perspective on evidence and testimony provided, however, deliberations are not a forum for back and forth debate of differing perspectives.
7. A voice vote shall be allowed at the discretion of the chair, however, roll call vote should be utilized in the event that a close vote is anticipated.
8. In case of a tie vote on any motion, the motion shall be considered defeated.

Public Hearing Procedures on Land Use Matters

Typically, when considering a land use application, the Commission will hold a public hearing on the application. It is important that all comments, from the public, staff and the applicant, be taken during the public hearing, after it has been opened by the Chair. The public hearing should generally be as follows:

1. Open public hearing
2. Presentation by staff of background material on the case as well as a clearly articulated list of decision criteria and staff's understanding of the relevant policy issues or determinations the Commission will need to make.
3. Questions from Commission to staff
4. Presentation by applicant. Except in rare circumstances, the Applicant should be prepared to limit their verbal presentation to no more than 30 minutes. Commission will have read previously submitted materials.
5. Questions from Commission to applicant
6. Comments from the public, including clarifying questions of the public by the Commission.
7. Questions from Commission to staff to clarify comments by applicant or public, if necessary
8. Rebuttal from applicant, if applicant desires
9. Review by the Chair and commission of the list of evidentiary, policy or criteria items to be first considered in the upcoming deliberations.
10. Deliberation among Commission members, presided over by the Chair
11. Final review by Commission to confirm that there are no further questions or clarifications requested by individual commissioners before the close of the public hearing.
12. Close public hearing
13. Motion/Second*
14. Discussion
15. Vote

* If the Motion/Second is to table or continue the case to a date certain in order to receive additional or clarifying information, the Chair, with assistance from staff and or legal counsel, will assure that

the purpose of the continuance is clear, and which elements of the public hearing are to be re-opened at the subsequent date, including whether comment from the applicant or public on the requested information will be accepted.

Anti-Violence and Harassment Policies

The Golden Planning Commission is committed to a civil and respectful relationship with each other, city staff and the community. To that end, Commission will comply with the harassment and anti-violence policies adopted by the City for city employees and contained in the City of Golden Employee Handbook, as it may be amended from time to time. Concerns regarding such provisions shall be reported to the Mayor and City Manager.