

**PLANNING COMMISSION
PROCEDURAL GUIDELINES**

January 9, 2001

As Modified November 12, 2002

TABLE OF CONTENTS

1. Authority
2. General Rules
3. Types of Meetings
4. Chair and Duties
5. Order of Business and Agenda
6. Citizens' Rights
7. Suspension and Amendment of These Rules

1. AUTHORITY:

- 1.1 Charter: The Charter of the City of Detroit, Oregon, provides that the Mayor, with consent of the Council, may appoint or remove members of the committee. The City Council of the City of Detroit adopted Ordinance No. 178 on 12-12-00, which re-established the Detroit Planning Commission and its responsibilities.
- 1.2 Detroit Planning Commission Procedural Guidelines: The City of Detroit Ordinance 178 mandates that Detroit Planning Commission prepare and establish rules for the conduct of the commission meetings.
- 1.3 Membership and Selection: Membership and selection of members shall be as provided by Ordinance No. 178. The Commission shall consist of seven (7) ~~five (5)~~ members who are not officials or employees of the City and shall be residents of the City of Detroit for at least one year. The Mayor shall serve as an ex-officio member of the Commission, with the right to take part in its discussions, but shall not have the right to vote. Commissioners shall receive no compensation.
- 1.4 Appointments: Commissioners shall be appointed by the Mayor, with the approval of the majority of the Detroit City Council, for terms of two (2) years. Appointments to fill vacancies on the Commission shall be for the remainder of the unexpired term and in the same manner as set forth for appointment of all commissioners, by the Mayor with the approval of the majority of the Detroit City Council. Any Commissioner may be removed by the Detroit City Council, after hearing, for misconduct or non-performance of duty. A Commissioner, who is absent from three consecutive meetings, without an excuse as approved by the Commission, is presumed to be in non-performance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Additionally, any Commissioner who is found to be making decisions from the Development Code for the City of Detroit without benefit of council from Land Use authorities is presumed to be in non-performance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Removal of any Commissioner shall be only upon a majority vote of the entire council of the City of Detroit.

2. GENERAL RULES:

- 2.1 Meetings to be Public: All City of Detroit Planning Commission meetings shall be open to the public. The minutes shall be open to public inspection.
- 2.2 Quorum will be necessary for the transaction of business. If a quorum cannot be present, those in attendance will be named and shall meet at a time certain, or the meeting may be postponed due to lack of a quorum. Ordinance No. 178 states that if a quorum of the Commission is not available for any procedure requiring a Public Hearing, the applicant may request that the Hearing be set before the next regularly scheduled meeting of the Detroit City Council.

- 2.3 Compelling Attendance: The City of Detroit Planning Commission may adjourn from day to day to compel the attendance of absent City of Detroit Planning Commissioners.
- 2.4 Minutes: An accurate record of all proceedings of the Detroit Planning Commission shall be kept by the City Recorder. Copies shall be given to the Detroit City Council at the next Detroit City Council meeting after the City of Detroit Planning Commission meetings.
- 2.5 Right of Floor: Any City of Detroit Planning Commissioner desiring to speak shall be recognized by the Chair and confine his/her remarks to the subject under consideration or to be considered.
- 2.6 Planning Commission Secretary: The City Recorder shall attend all meetings of the Detroit Planning Commission (unless excused). The City Recorder shall keep the minutes, act as liaison between the Planning Commission, the Council of Governments City Planner, and perform other duties as requested by the City of Detroit Planning Commission.
- 2.7 Officers: The Chair or the Vice-Chair of the City of Detroit Planning Commission, when there is pertinent business from the City of Detroit Planning Commission on the Council agenda, shall attend such Council meetings, upon the request of the Commission or the Mayor.
- 2.8 Commissioners: No Commissioner on the City of Detroit Planning Commission shall speak at other Local or State meetings while representing the City of Detroit, unless designated by the Commission. Refer to Spokesperson in Section 4.9 of these guidelines.
- 2.9 Rules of Order: Except as otherwise provided by law and where the City of Detroit Planning Commission directs or acts to the contrary, Robert's Rules of Order Newly Revised shall govern parliamentary processes of this public body. The Chair shall enforce the rules of the City of Detroit Planning Commission.

3. TYPES OF MEETINGS:

- 3.1 Regular Meetings: The City of Detroit Planning Commission shall meet in Detroit City Hall for Regular, Recessed, and Special Meetings. The Regular City of Detroit Planning Commission meetings are to commence at 6:30 ~~5:30~~ p.m. (amended by Res. 587) on the Fourth Tuesday of each month as the need arises for Land Use decisions, Public Hearings and applications for Land Use changes.
- 3.2 Special Meetings: Special Meetings may be called by the Chair or at the request of three City of Detroit Planning Commissioners at a time not earlier than 24 hours after the notice is given. The notice for a Special Meeting shall specify the day, the hour, and the location of the special meeting and shall list the principal subject(s) to be considered.

- 3.3 Recessed Meetings: Any meeting of the City of Detroit Planning Commission may be recessed to a later date and time, provided such recess is not for a later date than the next Regular Meeting.
- 3.4 Attendance of Media at City of Detroit Planning Commission Meetings: All official meetings of the City of Detroit Planning Commission shall be open to the media.

4. CHAIR AND DUTIES:

- 4.1 Chair: At its first meeting of each calendar year the City of Detroit Planning Commissioners shall elect a Chair and a Vice-Chair who shall be voting members of the City of Detroit Planning Commission to serve a one (1) year term. The Chair shall preside at all meetings of the City of Detroit Planning Commission. In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, the City of Detroit Planning Commission shall elect a temporary Chair.
- 4.2 Call to Order: The meetings of the City of Detroit Planning Commission shall be called to order by the Chair or, in his/her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be called to order by the City Recorder for the election of a temporary Chair.
- 4.3 Preservation of Order: The Chair shall preserve order and decorum, prevent attacks on personalities and the impugning of City of Detroit Planning Commissioners' motives, and confine City of Detroit Planning Commissioners in debate to the question under discussion.
- 4.4 Points of Order: The Chair shall determine all points of order, subject to the right of any planning commissioners to appeal to the City of Detroit Planning Commission. If any appeal is taken, the question shall be, "Shall the decision of the Chair be sustained?"
- 4.5 Motions: All official actions by the City of Detroit Planning Commission must be taken by public vote. Secret ballots are prohibited. The Chair shall state all questions submitted for a vote and announce the results. When any vote is called, each City of Detroit Planning Commissioner shall respond "aye" (yes), "nay" (no), or "abstain". A roll call vote shall be taken upon the request of any Commission member.
- 4.6 Recording of Votes: The Votes of each City of Detroit Planning Commissioner shall be entered into the minute record by name.
- 4.7 Majority Vote Required: An affirmative vote of a majority of the City of Detroit Planning Commissioners shall be necessary to pass all official actions.
- 4.8 Tie Vote: In the event of a tie vote on any motion, the motion shall be considered lost.

- 4.9 Spokesperson: The Chair shall present the City of Detroit Planning Commission's findings to the Detroit City Council, local and/or other pertinent agencies as directed by the City of Detroit Planning Commission.
- 4.10 City of Detroit Planning Commission Communications: All recommendations, reports, decisions and suggestions made to the Detroit City Council by the City of Detroit Planning Commission shall be in writing. Said writing shall be signed and acknowledged by the Chair or the Vice-Chair and a second commission member.

5. ORDER OF BUSINESS AND AGENDA:

5.1 Order of Business: The general rules as to the order of business in regular meetings shall be as follows:

- A. Call to Order
 - 1. Pledge of Allegiance
 - 2. Roll Call
 - 3. Consent Agenda
- Minutes
- Correspondence
- B. Visitors
- C. Public Hearings
- D. Unfinished Business
- E. New Business
- F. Future Agenda Items
- G. Next Scheduled Meeting
- H. Adjournment

5.2. Agenda: The order of business of each meeting shall be as contained in the agenda prepared by the City Recorder. The agenda shall be a listing of topics or subjects to be considered by the City of Detroit Planning Commission and shall be made available to City of Detroit Planning Commissioners by the Thursday preceding the regular meeting and 24 hours preceding the special meeting to which it pertains. The agenda shall contain a printed statement for the purpose of informing the public as to expected behavior of each person who participates in the meeting discussion or Public Hearing. The statement shall read: The Audience of this Planning Commission meeting are asked to please speak only when recognized by the Chair or during the proper time in the order of proceedings. If you are providing testimony at a hearing, please do not repeat previous testimony made at that hearing, just note that you are in agreement with such prior testimony by saying, "I am in agreement with _____, who spoke to this issue." Be advised that the Chair will curtail or stop testimony if it has become irrelevant, abusive, or clearly intended to harass or intimidate the participants in this meeting. Please be respectful of all participants.

5.3 Presentation by Members of City of Detroit Planning Commission: The Agenda shall provide a time when the Chair or any City of Detroit Planning Commissioner may bring before the Commission any business, he/she feels should be deliberated by the Commission. These matters need not be specifically listed on the agenda, but formal action of such matters shall

be deferred until a subsequent City of Detroit Planning Commission meeting, except immediate action may be taken upon a vote of two-thirds of all City of Detroit Planning Commissioners present at the meeting.

5.4 Reading of Minutes: Unless a reading of the minutes of a planning meeting is requested by a Commissioner, such minutes may be approved without reading if the City of Detroit Planning Commission Secretary previously furnished each City of Detroit Planning Commissioner a copy thereof as a part of their agenda packet.

6. **CITIZENS' RIGHTS:**

6.1 Addressing the City of Detroit Planning Commission: Any person desiring to address the City of Detroit Planning Commission by oral communication shall first secure permission of the presiding officer. Preference will be given to those persons notifying the City Recorder by noon of the Thursday immediately preceding the Tuesday City of Detroit Planning Commission meeting of their desire to speak. Their name may be placed on the agenda and will be recognized by the presiding officer without further action. Any public comment will (may) be limited to three minutes (as time allows).

6.2 Personal and Slanderous Remarks: Any person making personal, impertinent or slanderous remarks, or becoming boisterous while addressing the City of Detroit Planning Commission may be requested to leave the meeting and may be barred by the presiding officer from further audience before the City of Detroit Planning Commission. See Section 5.2 above as to expected behavior during Planning Commission meetings.

6.3 Reading of Protests: Interested persons, or their authorized representatives, may address the City of Detroit Planning Commission for the reading of protests, petitions, or communications relating to any matter over which the City of Detroit Planning Commission has control when the item is under consideration by the City of Detroit Planning Commission and a majority of the City of Detroit Planning Commission present agrees to let them be heard.

6.4 Written Communications: Interested parties, or their authorized representative, may address the City of Detroit Planning Commission anytime by written communication in regard to any matter concerning the City's Planning or over which the City of Detroit Planning Commission has control. Such communication may be by direct mail or given to the City Recorder for copies to be distributed to the City of Detroit Planning Commissioners.

6.5 Appeals: Any citizen may appeal the City of Detroit Planning Commission decision to the Detroit City Council.

6.6 Citizen's Complaints: All citizens' complaints will be referred to the City of Detroit City Council.

7. **SUSPENSION AND AMENDMENT OF THESE RULES:**

- 7.1 Suspension of these Rules: Any provision of these rules not governed by the Detroit City Council may be temporarily suspended by a vote of a majority of the City of Detroit Planning Commission. The vote on any such suspension shall be taken by ayes and nays and entered upon the record.
- 7.2 Amendment of these Rules: These rules may be amended or new rules adopted by a majority of all City of Detroit Planning Commissioners and approved by the Detroit City Council, provided the proposed amendments or adoptions shall have been introduced into the record at a prior City of Detroit Planning Commission meeting.

PROPOSED by the City of Detroit Planning Commission this 28th day of November 2000.

FIRST READING in full this 12th day of December 2000.

SECOND READING by title this 9th day of January 2001.

ENACTED by the City Council of the City of Detroit this 9th day of January 2001.

SIGNED by the Mayor this 9th day of January 2001 and takes effect on the thirtieth day after its enactment as prescribed by the city charter.

Mayor Pamela A. Hills

ATTEST:

Sandra K. Furbish, City Recorder
Planning Commission Secretary

Approved as to Form:

David A. Rhoten, City Attorney