

SMITHFIELD CITY PLANNING COMMISSION RULES OF PROCEDURE AND CONDUCT

The Planning Commission shall be composed of seven (7) members and two (2) alternates and one non-voting member who is a representative of the City Council and appointed by the Mayor with the advice and consent of the City Council.

Each commissioner will serve no more than three (3) five (5) year consecutive terms.

Each alternate will serve no more than two (2) five (5) year consecutive terms.

An alternate may be appointed to the Commission to fill a vacancy at the discretion of the Mayor.

The members of the planning commission shall select from their own members a chairperson and such other officers as deemed necessary and shall adopt rules and regulations for their organization and for the transaction of business and the conduct of their proceedings.

Reports of official acts and recommendations of the planning commission shall be public and made by the chairperson in writing to the governing body and shall indicate how each member of the commission voted with respect to such act or recommendation. Any member of the commission may also make a concurring or dissenting report or recommendation to the governing body.

The planning commission shall meet on the third Wednesday each month and at such other times as the planning commission may determine.

Every member of the Planning Commission shall attend all meetings of the Planning Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the Deputy Recorder. The Deputy Recorder shall inform the Chairperson of the excused absences.

When an appointed commissioner is late arriving to the meeting, an alternate may fill that seat but will relinquish that seat at the end of the discussion of the item on the table.

Each commissioner shall file a "Disclosure Statement" form with the City Recorder following their appointment *or when circumstances change*.

All meetings will have an agenda prepared and posted 24 hours in advance.

Planning Commission meetings may begin with an opening ceremony including a welcome by the chairperson, the Pledge of Allegiance to the Flag, opening remarks and/or a prayer.

All meetings shall be open to the public.

All business of the planning commission shall be conducted in a public meeting according to State code.

Planning Commission meetings are for the purpose of conducting business. The general public do not have the right to speak unless called on by the Chairperson, or the commissioner conducting the meeting in his/her absences.

The Chairperson may allow for a time at the beginning of the meeting for resident input for comment on items not on the agenda. Time will be limited to no more than five (5) minutes or at Chairperson's discretion.

Minutes, a brief, accurate summary of the proceedings of the meeting, shall be kept of all meetings. Both written and recorded minutes shall be kept. Proposed minutes will be made available to the public for review once they have been presented to the planning commission. Official Minutes will be made available to the public within three (3) days after they are approved by the planning commission.

All members of the Planning Commission shall be residents of Smithfield City.

The Chairperson is a voting member of the Commission.

The Vice Chairperson, or a commissioner conducting the meeting, is a voting member of the Commission.

A minimum of four (4) members of the Planning Commission shall constitute a quorum.

The minimum number of "yes" votes required to pass any ordinance or resolution, or to take any action by the Planning Commission, unless otherwise prescribed by law, shall be a majority of the voting members of the quorum, but shall never be less than four (4).

Any Planning Commission member abstaining from a vote may remain seated at the table and participate in the discussion. Reasons for abstention must be stated at the time of the abstention and such reasons shall not be considered a conflict of interest.

The Planning Commission shall review all preliminary plats and visit the site of the proposed subdivision. (City Ordinance, Chapter 16.09.040).

It is recommended that each year in January, rules for conducting business be reviewed and set for the Planning Commission.