

## RULES OF PROCEDURE

### A. SETTING THE TIME AND PLACE FOR MEETINGS

#### 1. Regular Meetings

The Planning Commission of the City of Brisbane shall hold regular meetings on the second and fourth Thursday of each month at 7:30 p.m. When the day for any regular meeting of the Commission falls on a legal holiday, no meeting shall be held on such holiday, but the regular meeting shall be scheduled at a time and place that shall be noticed in accordance with City procedures. Due to scheduling constraints, regular meetings may be rescheduled from time to time.

#### 2. Special Meetings

Special meetings or study sessions for the Planning Commission may be called at any time by the Planning Commission Chair, the Planning Director, or a majority of the Planning Commission by delivering personally or by mail written notice to each Planning Commissioner, and by posting the written notice at posting places established by the Brisbane Municipal Code, Chapter 1.12, Section 1.12.010. Such notice must be delivered and posted at least twenty-four (24) hours before the time of such meeting as specified in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted; no other business shall be considered. Such written notice may be dispensed with as to any Planning Commissioner who, at or prior to the time the meeting convenes, files with the Secretary of the Planning Commission a written waiver of notice. Such waiver may also be given by telegram.

#### 3. Place of Meetings

All regular meetings of the Planning Commission shall be held in locations established in Brisbane City Council Resolution No. 90-15. Such meetings may be adjourned to such other locations as the Commission may determine.

### B. OFFICERS

#### 1. Selection of Officers

The Planning Commission shall select from its members a Chair and a Vice-Chair annually at the first February meeting as the last order of business prior to adjournment.

Any member of the Planning Commission is eligible to serve as Chair or Vice-Chair, irrespective of seniority, rotation, or prior service as Chair or Vice-Chair. In casting their votes for Chair and Vice-Chair, Commissioners may consider the candidate's leadership qualities, his or her ability to conduct meetings of the Commission expeditiously and fairly, and his or her willingness to represent positions adopted by the Commission when such positions are at variance with his or her personal views, as well as other pertinent factors.

If the position of Chair becomes vacant, the Commission shall, at its next regular meeting select from its members a new Chair. In the event that the Commission is unable to select

a new Chair due to a tie vote, the Commission shall select one of its remaining members to serve as the temporary Chair until such time as a new Chair can be selected by majority vote.

2. Responsibilities of the Chair and Vice-Chair

The Chair, or, in his or her absence the Vice-Chair, shall be the Presiding Officer of the Planning Commission and shall assume his or her place and duties as such immediately following his or her election. If the Chair is absent or unable to act, the Vice-Chair shall serve until the Chair returns or is able to act. During such periods, the Vice-Chair has all of the powers and duties of the Chair. In the event that the Vice-Chair is absent, the Chair shall have the right to name any member of the Commission to perform the duties of the Vice-Chair, but such substitution shall not extend beyond adjournment.

The responsibilities of the Planning Commission Chair include the following:

- a. As Presiding Officer, preserve strict order at all meetings of the Commission, announce the Commission's decisions on all subjects, and decide all questions of order. The Presiding Officer may move, second, debate and exercise all of the rights and privileges of Commissioners set forth in these Rules;
- b. Call special meetings of the Commission in accordance with legal requirements and these Rules of Procedure;
- c. Sign documents of the Commission;
- d. Assist Staff in determining agenda items;
- e. Attend City Council, County Planning Commission and other meetings as the Planning Commission representative, when appropriate;
- f. Communicate informally as necessary with the Mayor, City Council members and the City Manager on Planning Commission matters;
- g. Assist in the orientation and education of new Planning Commission members; and
- h. Write and approve letters on behalf of the Planning Commission.

C. CONDUCT OF MEETINGS

1. Meetings to be Public

All regular, adjourned and special meetings of the Planning Commission shall be open and public.

2. Call to Order

Meetings shall be called to order by the Chair, or if absent, by the Vice-Chair. In the absence of both, the Secretary shall call the meeting to order whereupon those Commissioners present shall elect a Chair Pro Tem.