

**RULES FOR REGULAR MEETINGS  
OF THE  
ST CHARLES PARISH PLANNING AND ZONING COMMISSION**  
Updated September 5, 2019

**A. MEETING INFORMATION**

1. The Commission will hold Regular Meetings in the Council Chamber of the Parish Courthouse on the first Thursday of each month.
2. A meeting may be scheduled for the second Thursday if a holiday or special event would affect attendance on the first Thursday.
3. The Commission may approve additional deviations from the annual meeting schedule by a majority vote
4. Meetings will be scheduled to start at 7:00 P.M. and should adjourn no later than 11: 00 P.M.
5. The Commission may extend any meeting beyond 11:00 P.M. by a 2/3 vote.
6. Any pending business shall be resumed at the start of the next regular meeting.
7. Commission meetings will be open to the public.
8. Commission meetings will be televised whenever possible.

**B. PRESIDING OFFICERS**

1. The Commission shall elect from among its members a Chairperson and Vice-Chairperson.
2. Elections should occur at the regular meeting in December.
3. Presiding Officers serve one year terms, beginning at the January meeting.
4. The Chairperson of the Commission shall be the presiding officer of the Commission.
5. The Vice-Chairperson of the Commission shall preside in the absence of the Chairperson.
6. If both the Chairperson and Vice-Chairperson are absent, the Commission shall elect an Acting Chairperson.
7. The Acting Chairperson shall preside until the Chairperson or Vice-Chairperson returns.
8. The Chairperson or the Vice-Chairperson may desire to vacate the chair.
9. Any member may be called to the seat by the vacating Chairperson or Vice Chairperson.
10. The appointment of a member called to chair shall not continue beyond adjournment of that meeting.
11. The Chairperson or Vice-Chairperson of the Commission shall vote on all questions on which the vote is taken by Yeas and Nays.
12. The Chairperson shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal.
13. The Chairperson shall prohibit the discussion of matters which are repetitious, redundant and/or completed.
14. When two or more members request the floor at the same time, the presiding officer shall name the member who is to speak first.
15. The Chairperson may, with no objection from the Commission, declare a recess of up to ten (10) minutes at any time.

**C. GENERAL COMMISSION RULES**

1. The rules of parliamentary procedure in Robert's Rules of Order Newly Revised, 11th ed., **RONR**, (Da Capo Press, 2011), or later shall govern the Commission.
2. Commission rules take precedence when inconsistencies occur.
3. These rules and regulations may be temporarily suspended by a two-thirds vote of all Commissioners.
4. These rules may be repealed or amended by concurrence of a majority of all Commissioners, and Council resolution.

5. Four (4) Commission members must be present to form a quorum, and a quorum must be present to proceed with Commission business.
6. A motion must be seconded in order to be put or debated by the Commission.
7. When a motion is seconded, it shall be stated by the presiding officer.
8. The Commission may elect to deviate from the meeting agenda by majority vote.
9. No item on the agenda shall be postponed for more than two (2) consecutive meetings.
10. The Commission may authorize the appointment of special committees upon motion adopted at a meeting of the Commission.

#### **D. COMMISSIONER ETIQUETTE**

1. Commissioners shall not proceed with remarks until recognized by the Chair.
2. Commissioners shall confine remarks to the question under debate.
3. Commissioners shall avoid personalities and refrain from impugning the motives of other members.
4. Commissioner shall not slander or personally criticize another member during Commission meetings.
5. Discussion of partisan politics should be refrained from during meetings.
6. The Chair shall IMMEDIATELY rule out of order any member indulging in disorderly behavior.
7. Commissioners called to order shall immediately comply with the ruling.
8. Members may appeal rulings of the Chair subject to the following process:
  - i. An appeal must be seconded.
  - ii. If seconded, the appealing member may state their reasoning for the appeal.
  - iii. The Chair may briefly explain their ruling, but no debate may occur.
  - iv. No other member shall participate in the discussion regarding an appeal.
  - v. The Chair shall ask if their ruling shall be sustained.
  - vi. The decision of the Chair shall be overruled with a majority of 'nay' votes.

#### **E. ORDER OF BUSINESS**

1. Chairperson's Call to Order – Roll Call – Moment of Silence, Pledge of Allegiance.
2. Planning and Zoning Petitions and Public Hearings (Starting with first case on agenda.)
  - Planning and Zoning staff present the case. (department recommendation optional at this time)
  - Person(s) representing the application may speak for the request.
  - Chairperson opens public hearing
  - Person(s) in attendance may speak for or against the request (1 time per request, no more than 3 minutes).
  - Chairperson may read any submitted correspondence for or against the request.
  - Chairperson will declare the public hearing closed and ask for Planning & Zoning Commission discussion.
  - Chairperson can ask for the Planning and Zoning Department's recommendation if not previously given.
  - Chairperson asks for a motion by the Commission and call for a vote.
3. Reports (Committees, etc.)
4. Other Business to be Considered by Commission
5. Executive Sessions, Announcements, Notices, Etc.
6. The adoption of the Official Minutes of the last preceding meeting or meetings, and correction and approval of the same.
7. Adjournment

## **F. VOTING**

1. At least four (4) affirmative votes are required to pass a motion of the Commission.
2. When the Chair has called for the taking of a vote, all debate on the question shall be deemed concluded.
3. During the vote, no member shall be permitted to explain his vote.
4. While the presiding officer is putting the question, no member shall leave his seat until the roll call is completed.
5. Every member present when a question is stated from the Chair shall vote unless a conflict of interest is stated on the record.
6. No attempt to unduly influence Commissioners shall be made either in writing or verbally by any fellow Commission or other elected person prior to scheduled meetings.
7. Votes at final passage of all matters shall be taken by yeas and nays
8. Proxy voting by a Commissioner will not be allowed.
9. The result of all votes by shall be announced by the Chair  
No vote shall be changed after the Chair has announced the vote unless a Commissioner asks to reconsider a vote in accordance with **RONR**.

## **G. OFFICIAL MINUTES.**

1. The Official Minutes shall record all transactions of the Commission
2. The Official Minutes shall not be considered a verbatim transcript of Commission Meetings.
3. The names of the Commissioners voting for or against each proposed motion, resolution, ordinance or amendment shall be entered into the Official Minutes.
4. In all cases where a resolution or motion is entered in the Official Minutes, the name of the member moving the same shall be entered also.

## **H. RULES FOR THE PUBLIC**

1. Commission meetings shall be open to the public.
2. No person shall be denied the right to address the Commission during a public hearing.
3. Representatives of an agenda item may address the Commission to describe the agenda item and also to answer questions arising from the public hearing.
4. Members of the public addressing the Commission may speak one time per agenda item for up to three (3) minutes.
5. Anyone addressing the Commission shall confine his or her comments to the particular agenda item up for discussion.
6. If there is disturbance or disorderly conduct, the presiding officer may clear the Council Chamber.