

## RESOLUTION 22-01

### SALEM PLANNING COMMISSION RULES

BE IT RESOLVED by the Salem Planning Commission that, pursuant to SRC 6.020, the following rules are hereby adopted by the Commission for the proper conduct, order and government of its meetings, business, and members, the same to be known as the "Rules of the Commission," and any and all previously-adopted rules are hereby repealed.

#### Rule 1

##### OFFICERS

- (a) President.** The President shall act as Presiding Officer at all meetings of the Commission. The President shall have all duties and privileges of any Commissioner, and shall not be denied any right or privilege by reason of the President's position as Presiding Officer.
- (b) Vice President.** In the event of the President's absence from any Commission meeting, the Vice-President shall act as the Presiding Officer. Whenever the President is unable, on account of absence, illness, recusal, or other cause, to perform the functions of office, the Vice-President shall act as President Pro Tem.
- (c) Election of Officers.** At the first meeting of each calendar year, the Commission shall elect a president and vice-president from its membership.
- (d) Temporary Presiding Officer.** In the event of the absence of the President and Vice-President, the City Attorney or Planning Administrator shall call the Commission to order and call the roll of the members. If quorum is present, those Commissioners present shall elect, by majority vote, a Temporary Presiding Officer for that meeting. Should the President or Vice-President arrive, the Temporary Presiding Officer shall relinquish the chair immediately upon the conclusion of the item of business then in consideration before the Commission.
- (e) Privileges Not Affected by Status.** The Presiding Officer may move, second and debate from the chair, subject only to limitations of the debate as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges of a Commission member by reason of acting as the Presiding Officer.
- (f) Secretary.** The Planning Administrator, or designee, shall act as the Secretary for the Commission.

#### Rule 2

##### MEETINGS OF THE COMMISSION

- (a) Regular Meetings.** Regular meetings of the Commission are to be held on the first and third Tuesday of each month. Meetings shall be convened at 5:30 p.m. in the City Council Chambers; or, if unavailable, at some other suitable place in the Salem Civic Center designated by the President.

- (b) Special Meetings and Work Sessions.** Special meetings and work sessions may be called by the Presiding Officer, or by the request of any five Commissioners. Notice shall be given to each Commissioner, the Secretary, all City-recognized Neighborhood Associations and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings, and may be delivered by mail, by electronic facsimile, or by person delivery. To the greatest extent practicable, special meetings or work sessions should be held on alternate Tuesdays.
- (c) Notice of Regular Meetings, Special Meetings, Work Sessions and Emergency Meetings.** Advance notice of at least 24 hours shall be provided for all regular and special meetings, work sessions, and executive sessions. In the case of emergency meeting or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 24 hour notice shall be included in the minutes of such meeting.
- (d) Conduct of Meeting.** The Commission may at any meeting adjourn until the next regular meeting by a majority vote or designate a different day on which to meet, but such order shall apply only to the time named.
- (e) Time of Meetings.** Meetings shall adjourn prior to 9:00 p.m.; provided that meetings may be extended past 9:00 p.m. in not less than fifteen-minute increments upon vote and approval of a majority of the Commission members then in attendance. If, at that hour, there is no motion on the floor or public hearing in progress, the meeting shall be deemed adjourned and no further business shall be transacted, except that a motion to adjourn and continue the meeting to a time certain more than eight hours hence may be received and acted upon, and the meeting shall remain convened and in session for that purpose. If a public hearing is in progress, the President shall declare the hearing continued over to the next regular meeting unless there is a motion to adjourn and continue the hearing to some other time certain more than eight hours hence, and such motion carries.
- (f) Attendance.** Attendance of Commissioners at duly convened meeting of the Commission is mandatory. Any commissioner absent without excuse by the President from three or more meetings within any six-month period is subject to sanctions as provided by the Salem Revised Code. The President may excuse any commissioner from attendance at a meeting for good cause. A commissioner denied excuse may appeal the ruling of the President at the next meeting at which the Commissioner is present. Sanctions available to the Commission for excessive unexcused absences shall include censure, or recommendation to the Mayor and Council that the offending Commissioner be removed from office, either of which may be imposed by a majority vote of the Commission, a quorum being present. The accused Commissioner may speak on their own behalf but shall not vote on the question of the sanction.
- (g) Minutes.** Meetings shall be audio-recorded, and the Secretary shall cause written minutes of Commission meetings to be taken and expeditiously presented to the Commission for approval. All motions, orders, resolutions, petitions,

communications and other documents coming before the Commission for consideration at a meeting shall be referenced in the minutes.

### Rule 3

#### QUORUM

Five appointive members of the Commission constitute a quorum. Should there not be a quorum present, the members present shall adjourn to the next regular meeting or an earlier day.

### Rule 4

#### COMMITTEES

Special committees for special purposes may be appointed by the Presiding Officer with consent of the Commission on an ad hoc basis. The Presiding Officer may also appoint the members to serve on committees serving more than one political jurisdiction in the council of governments.

### Rule 5

#### ORDER OF BUSINESS

The general order of business on the Regular Meeting agenda shall be as follows:

1. Call to Order
2. Roll Call
3. Public Comment

This time is available for interested citizens to comment of specific agenda items other than public hearings, deliberations, and the merits of land use issues that are reviewable by the Planning Commission at public hearings. Each person's comments will be limited to three minutes.

4. Consent Calendar

Includes approval of minutes, adoption of routine resolutions, and items of business requiring Commission action.

4.1 Minutes

4.2 Resolutions

4.3 Action Items

5. Public Hearings
6. Special Orders of Business
7. Information Reports
8. Public Comment

This is an opportunity for interested citizens to speak on other than agenda items.

9. Planning Administrator's Report
10. Commissioner Comments for the Good of the Order

## 11. Adjournment

The order of business may be modified by the Secretary or by the President when such change will make more logical sequence for consideration by the Commission.

### Rule 6

#### ADMINISTRATIVE PROCEDURES

The staff will publish its administrative procedures and supply copies of these to each member of the Planning Commission.

### Rule 7

#### CONDUCT OF HEARINGS ON LAND USE MATTERS

7.1 **Scope of Rule.** This rule shall govern the conduct of all land use hearings held by the Commission pursuant to the Salem Revised Code.

7.2 **General Conduct of Hearings:**

- (a) As supplemented herein, hearing on land use matters shall be conducted in accordance with the SRC Chapter 300 – Procedures for Land Use Applications and Legislative Land Use Proposals, as amended, which by this reference is incorporated herein.
- (b) Each person addressing the Commission shall address the Commission through the microphone provided and shall give his or her name and address or ward in an audible tone of voice for the records unless other accommodations have been requested ahead of the meeting. Persons may provide their address in writing to the Planning Administrator or designee, instead of stating it verbally. All remarks shall be addressed to the Commission as a body and not to any member thereof.
- (c) No person, other than the Commissioner and the person testifying, shall be permitted to enter into any discussion, either directly or through a member of the Commission without the permission of the Presiding Officer. No questions shall be asked of a member of the Commission except through the Presiding Officer.
- (d) The Presiding Officer may require the Speakers to register prior to giving testimony.
- (e) Any person making personal, impertinent, or slanderous remarks, or who shall cause a disturbance while addressing the Commission may be barred, by the Presiding Officer, from further audience before the Commission, unless permission to continue be granted by a majority vote of the Commission.
- (f) Time Limits for Speakers. The following time limits shall be allowed for oral testimony and the Presiding Officer shall announce the time limits prior to opening the meeting to the particular items on the agenda to which the time limit applies:

- (1) Applicant – 15 minutes total for presentation by the Applicant and any representative.
  - (2) Neighborhood Organizations – 10 minutes each.
  - (3) All Others – 5 minutes each.
  - (4) Applicant's Rebuttal – 5 minutes total.
- (g)** Recommendation on Legislative Land Use Matters. The Commission shall issue a recommendation on a legislative land use matter no later than 90 days after the date of the hearing on the matter was opened.

**7.3 Disqualification of Commission Members.** A member of the Commission shall not participate in discussion of the proposal and shall refrain from voting on same when:

- (a)** Any of the following persons has a direct or substantial financial interest: the commissioner or his or her spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business which he or she is then serving, or any business with which he or she is negotiating for or has an arrangement or understanding concerning prospective partnership or employment;
- (b)** The commissioner owns property within the affected area of the proposal, provided, however, if the proposal is a legislative matter that affects large areas of the city or affects all commissioners equally, the commissioner may participate in the discussion and vote on the matter;
- (c)** The commissioner has a direct or indirect personal interest in the proposal;
- (d)** The commissioner was not present during the public hearing on the proposal, provided, however, if said commissioner reviewed the evidence presented at the hearing including tape recordings of the proceedings and declares such fact for the record, the commissioner may participate in the discussion and vote on the matter;
- (e)** Member of the Commission shall reveal any employment or service within two years for a business which has a direct or substantial financial interest in the proposal, and any significant pre-hearing or ex-parte contacts with regard to any matter at the commencement of the public hearing on the matter. If such contacts have impaired a Commission member's impartiality or ability to vote on the matter, he or she shall so state and shall abstain therefrom.

**7.4 Order of Procedure.** The order of proceedings in any land use hearing under this section shall be as set forth in SRC 300.960.

Rule 8

**MOTION AND VOTING**

The Presiding Officer may require that any motion or amendment to a motion be reduced to writing by the moving party before a vote is taken. All motions, whether written or oral, shall require a second.

The President, or the Presiding Officer, if another Commissioner presides, shall vote with the other Commissioners in the transaction of any business and on all matters coming before the Commission.

An appointive member, when a question is taken, shall vote unless a majority of the Commission, for special reasons, shall excuse him or her, or where he or she has declared a conflict of interest which would clearly prohibit him or her from voting by these rules. Three members may require the ayes and nays on any question. Unless otherwise provided in these rules, the majority vote of the members voting shall decide the question.

#### Rule 9

### RECONSIDERATION

When a question has been put once and decided, and before the action becomes effective or before City Council has taken jurisdiction, it shall be in order for any member who voted with the majority to move for reconsideration thereof, and such motion shall take precedence over all other questions, except a motion to adjourn. No motion shall be reconsidered more than once.

#### Rule 10

### PROVIDING COPIES OF PAPERS

The Presiding Officer may direct the Secretary or clerk to reproduce and provide copies to each Commission member of any paper or document which is in the record or is submitted to the record during a Commission meeting.

#### Rule 11

### ROBERT'S RULES OF ORDER

Unless otherwise provided by law or modified by these rules, the procedure for Commission meetings shall be governed by Robert's Rules of Order. The Commission has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, Commissioners should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Commission as a whole and confuse the audience at the public meetings and the citizens in general.

#### Rule 12

### SUSPENSION AND AMENDMENT OF RULES

No rules shall be suspended without the concurrence of two-thirds of the members present; and no additional rule or amendment shall be made without giving at least ten days' notice and the concurrence of two-thirds of the members present.

ADOPTED by the Salem Planning Commission this XX<sup>th</sup> day of August 2022.

EFFECTIVE DATE: August XX, 2022

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Chane Griggs, President,  
Salem Planning Commission