

## **RULES OF PROCEDURE**

### **Planning and Zoning Commission City of North Richland Hills**

The following general procedures shall be in effect for the Planning and Zoning Commission.

1. A quorum of the Commission is a majority of the members appointed. A chairperson, vice chair and secretary shall be elected annually at the earliest opportunity after members are appointed by the city council. If the chairperson is not present at a meeting the vice chair shall preside. If the chairperson and vice chair are not present the secretary shall preside. If the chairperson, vice chair or secretary are not present the members present shall choose one of their number to preside and act as chairperson of that meeting.
2. No matter shall be brought before the Commission for action other than organizational and procedural issues or a work session except after a public hearing at which any applicant, city staff and members of the public are afforded an opportunity to speak and Commission members are allowed to question the applicant, his representatives and city staff. All meetings are subject to the Texas Open Meetings Act (Chapter 551, Texas Government Code) and agendas of meetings posted as therein required.
3. The chairperson shall be responsible for conducting meetings and shall require that hearings and meetings be fair and orderly. If deemed necessary by the chairperson, he shall require that any participant first be recognized by the chair before beginning to address the Commission or question staff or the applicant.

The chairperson may warn or to refuse to recognize persons other than members of the Commission who previously have been afforded an opportunity to speak or ask questions who, in the opinion of the chairperson, are engaging in personal attacks or are

attempting to prevent the Commission from carrying out its functions. The refusal by the chair to recognize a person is subject to appeal by any member of the Commission who makes a motion to appeal the decision of the chair. If the motion is made and is seconded, the chairperson must immediately without any opportunity for debate, call for a vote on whether the decision of the chair shall be sustained and if not sustained, shall recognize the person who unsuccessfully attempted to speak. If deemed necessary by the chairperson he may at the beginning of the hearing or discussion restrict the time for each side or person to speak, which restriction shall be subject to the same appeal rights.

4. The chairperson shall, at the conclusion of each public hearing, entertain a motion by any member of the Commission or may allow members to discuss the matter among themselves prior to action. No vote shall be taken on any motions until after it is seconded and members are afforded an opportunity to express their opinions.

Motions that have been made and seconded may be withdrawn or changed only with the concurrence of the maker of the motion and the person who seconded.

Motions may be amended without consent if seconded, and successive amendments may be made without consent. At the conclusion of discussions, the amendments shall be first voted on in reverse order to their order of making. Those which are approved by a majority of those members present and voting will be incorporated into the next vote until the matter is finally voted on.

5. All members present at a meeting shall vote unless an affidavit is filed with the secretary describing a conflict of interest by the member and an announcement is made prior to discussion of the nature and existence of such conflict.

Members who are present but who are disqualified from voting based on the existence of such conflict shall be counted for the purpose of determining a quorum but shall not be counted for the purpose of determining whether a vote has carried by a majority.

No measure or action by the Commission shall be deemed to have passed or been approved unless approved by a majority vote of those members present who are not disqualified by reason of a conflict of interest. The chairperson shall have the same right to make and vote on motions as any other member.

6. Extraordinary motions.
  - a. Motion to table
  - b. Move the questions
  - c. Motion to adjourn

Motions to table, to move the question, or to adjourn are undebatable. A motion to table if passed will postpone action to a future meeting. To move the question, a member is calling for an end to debate. A vote must first be taken on whether debate will cease. Only if it passes will debate end and a vote then be taken without further debate or discussions on the issue before the Commission.

Motions to adjourn, if seconded, are undebatable and, if passed by a majority of those Commission members present, will end the meeting.