

	PBMVC	Transit Parking Commission	Planning Commission	Landmarks Commission
Membership and Officers	<ul style="list-style-type: none"> Number of members, and quorum Chair, Vice Chair, Chief administrative officer <ul style="list-style-type: none"> Alders may not be Chair of Vice Chair Subcommittee (adhoc) if needed shall establish rules 	<ul style="list-style-type: none"> Number of members, and quorum Chair, Vice Chair, Chief administrative officer <ul style="list-style-type: none"> Alders may not be Chair of Vice Chair Establishes 3 specific subcommittees and makes allowance for adhoc committees 	<ul style="list-style-type: none"> Number of members, and quorum Chair, Vice Chair, Chief administrative officer <ul style="list-style-type: none"> Mayor is chair if on Commission Orientation for New Commissioners Members may serve on other city committees 	<ul style="list-style-type: none"> Number of members, and quorum Chair, Vice Chair, Preservation officer Orientation for New Commissioners
Meetings	<ul style="list-style-type: none"> Set regular meetings Ability to call special meetings Joint meetings and quorum requirements Agenda – prepared by Chair and Executive Sec <ul style="list-style-type: none"> Items due to Chief Admin Officer 5 days ahead Agenda out minimum 4 days ahead Sample agenda items Attendance – inform recording secretary of absence in advance Attendance record submitted to Mayor annually 	<ul style="list-style-type: none"> Set regular meetings Ability to call special meetings Joint meetings and quorum requirements Agenda – prepared by Executive Sec with consultation of Chair <ul style="list-style-type: none"> Public appearances early in agenda Agenda out minimum 4 days ahead Addendums, 24 hours prior Sample agenda items Attendance – inform recording secretary of absence in advance Attendance record submitted to Mayor annually 	<ul style="list-style-type: none"> Set regular meetings Chair, secretary, or 4 members may call a special meeting Agenda prepared by secretary Consent agenda can be used Typical agenda format detailed 	<ul style="list-style-type: none"> Secretary prepares agenda Typical agenda format detailed Attendance – inform recording secretary of absence in advance
Appearances	<ul style="list-style-type: none"> Registration forms to be used 3 minutes on non-public hearing agenda items 5 minutes on public hearing items 6 minutes on public hearing if interpreter needed Chair may modify time limits Questions may follow 3 minute presentation, but should last less than 3 minutes 	<ul style="list-style-type: none"> 3 minutes on non-public meeting agenda items 5 minutes on public hearing items 6 minutes on public hearing if interpreter needed Chair may modify time limits Commissioners may ask questions of presenter Chair will determine if questions are allowed by those attending the hearing 	<ul style="list-style-type: none"> Registration forms used for public hearing items 3 minutes on non-public hearing items, with possible 1 additional minute with commission consent Specific protocol for public hearing 3 minutes on public hearing, with possible 1 additional minute with commission consent 	<ul style="list-style-type: none"> Registration forms to be used 3 minutes on non-public hearing agenda items 5 minutes on public hearing items Additional time may be granted by commission Public testimony by skype may be permitted
Reports	<ul style="list-style-type: none"> May request reports and recommendations 	<ul style="list-style-type: none"> May request reports and recommendations 	<ul style="list-style-type: none"> May request reports and recommendations 	<ul style="list-style-type: none"> May request reports and recommendations
Voting	<ul style="list-style-type: none"> Motions restated by chair prior to vote Voice vote unless roll call requested Must act on items referred to it by Council Alternate members may deliberate, but can only make a motion, second, or vote if a regular member is absent A motion for reconsideration of a previous item may be made by member that voted on the prevailing side or with an excused absence. Reconsideration must be noted in agenda or referred until next meeting 	<ul style="list-style-type: none"> Motions restated by chair prior to vote Voice vote unless roll call requested Must act on items referred to it by Council Alternate members may deliberate, but can only make a motion, second, or vote if a regular member is absent A motion for reconsideration of a previous item may be made by member that voted on the prevailing side or with an excused absence. Reconsideration must be noted in agenda or referred until next meeting 	<ul style="list-style-type: none"> Motions restated by chair prior to vote Voice vote unless roll call requested Alternate members and council members not on the commission may discuss items Alternate members can only make a motion, second, or vote if a regular member is absent 	<ul style="list-style-type: none"> Motions restated by chair prior to vote Chair may participate in discussions, but should not make motions or vote, except in the event of a tie
Resolutions and Ordinances	<ul style="list-style-type: none"> PBMVC alderperson is sponsor for resolution or ordinance going to council 	<ul style="list-style-type: none"> TPC alderperson is sponsor for resolution or ordinance going to council 		
Duties of Executive Secretary	<ul style="list-style-type: none"> Refer matters to city staff for future reporting Provide services of a recorder for minutes Report commission actions to Council and others 	<ul style="list-style-type: none"> Refer matters to city staff for future reporting Provide services of a recorder for minutes Report commission actions to Council and others 	<ul style="list-style-type: none"> Refer matters to city staff for future reporting Provide services of a recorder for minutes Report commission actions to Council and others 	<ul style="list-style-type: none"> Provide minutes and action reports Report commission actions to Council and others
Miscellaneous	<ul style="list-style-type: none"> Members shall not take action which may be interpreted as representing the view of the PBMVC Suspending or amending rules by 2/3 vote of membership 	<ul style="list-style-type: none"> Members shall not take action which may be interpreted as representing the view of the TPC Suspending or amending rules by 2/3 vote of membership 	<ul style="list-style-type: none"> Suspend rules by unanimous vote of membership Amend rules by 2/3 vote of membership 	<ul style="list-style-type: none"> Suspend rules by majority vote of membership Amend rules by majority vote of membership Review rules every two years