

PLAN COMMISSION
RULES OF PROCEDURE

The following rules of procedure were adopted by the Plan Commission (“the Commission”) on _____, 2013 to facilitate the performance of its duties and the exercising of its powers as outlined in the Madison General Ordinances and Wisconsin Statutes.

(a) Officers

Annually, in May, following the election of the aldermanic members and the appointment of the citizen member(s), the Commission shall elect a Chair and a Vice-Chair. However, if the Mayor, rather than his designee, serves on the Commission, the Mayor shall be Chair. The Chair shall preside at all meetings, appoint committees, and perform such other duties as may be ordered by the Commission. In the absence of the Chair, the Vice-Chair shall be Chair. In the absence of both the Chair and Vice-Chair, the Commission shall select an acting Chair from its membership.

The Director of the Department of Planning and Community and Economic Development, or her/his designee shall act as Secretary to the Commission. He/she shall execute documents in the name of the Commission, perform the duties hereinafter listed, and perform such other duties as the Commission may request. In the absence of the Director of the Department of Planning and Community and Economic Development, the Planning Division Director shall serve as Acting Secretary.

(b) Orientation for New Commissioners

As new Plan Commission members are appointed, each shall be furnished with a membership roster, calendar of meeting dates, a Policy and Procedures Manual [that includes rules of procedure, relevant ordinances and standards](#), samples of recent agendas and meeting minutes, and a copy of the Comprehensive Plan. Staff will schedule orientation meetings with new members to provide information and review policy and procedures; parking stickers may be requested if needed. New members are encouraged to attend the training sessions offered for all city boards and commissions on rules governing open records and open meetings, as well as ethical standards of conduct.

(c) Committee Assignments

Members of the Plan Commission also serve on other standing city boards, committees, commissions, etc., including but not limited to the Long Range Transportation Planning Commission, the Community Gardens and Joint Campus Area Committees; they may also be appointed to ad hoc committees as needed. See Appendix [to Policy and Procedures Manual](#).

(d) Meetings

1. Regular Meetings

Meetings of the Commission generally are held at 5:30 p.m. two times per month in Room 201 of the City-County Building based on a schedule of regular meetings published annually by the Secretary of the Commission. When Room 201 is not available, the Secretary shall arrange for another room. The public hearing portion of the meeting shall be scheduled to begin at 6:00 p.m.

2. Other Meetings

Other meetings may be called at the request of the Chair, the Secretary, or four members of the Commission. Such meetings generally are devoted to the presentation of reports on long-range planning or planning discussions on issues that require Commission attention in addition to regularly scheduled meetings. Notice of other meetings shall be given by the Secretary to members of the Commission at least 24 hours prior to such meeting and shall state the business to be considered and the time and location of the meeting. No business shall be transacted but that for which the meeting shall have been called.

(e) Quorum

Five members shall constitute a quorum for the transaction of business and the taking of official action. Whenever a quorum is not present within fifteen (15) minutes of the scheduled meeting time, the Commission shall adjourn without taking any action, except that it may set a date and time for its next meeting.

(f) Parliamentary Procedure

Roberts Rules of Order shall govern parliamentary procedure in Commission meetings, except that any Madison General Ordinance or Plan Commission procedural rule shall take precedence over Roberts Rules of Order. The Plan Commission is required to utilize the Common Council's process for Reconsideration. See MGO 2.21 and Appendix to Policy and Procedures Manual.

(g) Secretary

1. The Duties of the Secretary

The Secretary is responsible for the preparation of an agenda and the minutes of each meeting. A copy of the minutes of the past meeting is provided with the agenda for the next meeting. The originals of the Plan Commission minutes are kept in the Planning and Community and Economic Development Department Office. The agenda also appears on the City's Legislative Information Center website, which is available through on the main City website.

2. Communications, Petitions, etc.

All communications, petitions, and reports should be addressed to the Commission and delivered or mailed to the Secretary. Communications received by individual Commission members should be forwarded to the Secretary and announced to the Plan Commission during the meeting

3. Reports to the Common Council and Others.

The Secretary shall report the action of the Commission to the Common Council on all matters referred to it by the Council.

(h) Order of Business - Agenda

The Secretary shall prepare an agenda for each meeting. The order of business shall generally be as follows:

- I. Roll Call
- II. Public Comment
- III. Communications, Disclosures and Recusals
- III. Minutes
- IV. Scheduling of Meetings
- V. New/Routine Business
- VI. Unfinished Business
- VII. Public Hearings
- VIII. Secretary's Report
- IX. Business by Members
- X. Announcements
- XI. Adjournment

Reviewing departments' comments are incorporated into staff reports for upcoming Plan Commission agenda items. If comments are not received in time, they are copied and distributed to the Plan Commission members at the beginning of the meeting. These comments normally pertain only to public hearing items.

Members having questions on agenda items are encouraged to contact staff in advance of the meeting.

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(i) Conduct of Meetings

1. Non-Public Hearing Items

Testimony on non-public hearing items before the Plan Commission (including Routine or New Business Items and Special Items of Business) is limited to three (3) minutes; one (1) additional minute may be allowed with the consent of the Commission.

2. Public Hearing Items

The Commission may schedule a public hearing on any matter before it and shall hear any and all persons wishing to speak on any subject formally before the Commission. The Commission shall hold public hearings on all matters referred to it for public hearing by the Common Council. Public hearings shall not begin prior to the noticed time (typically 6:00 p.m.), though the beginning of the public hearing portion of the agenda may be delayed to allow the Commission to complete its consideration of other items on the agenda. Persons wishing to speak must register before a public hearing item comes up for action

3. Use of Consent Agenda

At the beginning of the public hearing portion of the agenda, items may be considered in other than their order of appearance on the published agenda if the items have been placed on a consent agenda. Items on the consent agenda are typically routine, procedural decisions, and decisions that are likely to be non-controversial. Public hearing items may be included on the consent agenda when there is agreement with conditions listed in the staff report.

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The commissioners shall determine which, if any, items shall be considered on the consent agenda. Due to the unique nature of public hearing items, the Commission shall vote on each public hearing item on the consent agenda individually. Any items removed by the commission from the consent agenda will be considered in the order of the published agenda.

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Because the consent agenda may affect the order in which public hearing items are heard, persons wishing to be heard on any public hearing item should register to speak by 6:00 p.m.

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4. Procedure for Public Hearings

a. The Chair shall briefly identify the subject or subjects under consideration and explain the process that will be followed if necessary.

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Prior to opening each public hearing item not on the consent agenda, the Secretary or staff will provide a verbal report to the Commission summarizing the proposal and staff's recommendation. Thereafter, the following procedure shall be followed: .

b. The Secretary or staff may provide an oral report to the Commission summarizing the proposal and staff's recommendation.

c. The Chair shall open the public hearing and call for alternate appearances for and against the subject under consideration. Each person appearing shall be instructed to give his full name and address. Those persons who agree with the views of a prior speaker are requested to so indicate rather than repeating those views.

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d. Registrants may speak for up to three (3) minutes; one (1) additional minute may be allowed with the consent of the Commission. When considering complex items, the applicant may be permitted additional time to present the issues; if there is organized opposition, several speakers may be permitted the same amount of time to present their concerns. Thereafter, the Chair will alternate appearances for and against.

e. The Chair shall endeavor to keep testimony focused, and to maintain the decorum of the meeting above reproach.

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f. No argumentative questioning of the Commission or speakers shall be permitted, and no member of the public may question another speaker. Speakers may direct questions to the Chair during their testimony; questions will be noted, and may be answered at the appropriate time during the hearing. Any Commission member or alternate may question a speaker on the facts presented or for clarification of a statement made.

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g. Upon conclusion of the public statements, the Chair shall thank all for their interest and attendance and close the public hearing. Once the hearing is closed, no member of the public may speak unless the Commission votes to suspend its rules for this purpose.

h. Commission members may then ask questions of staff, make motions, engage in discussion, and vote on the item presented during the public hearing.

(j) Motions and Voting

Motions shall be restated by the chair before a vote is taken. The name of the maker of a motion shall be recorded.

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Alternate members may participate in discussion, questioning and debate regardless of whether they will vote. Members of the Common Council who are not serving on the

Plan Commission likewise may participate in discussions, but may not make motions or vote on any matters. Likewise, alternate members of the Commission cannot make or second a motion unless they are eligible to vote on that item.

Motions shall be passed by an affirmative vote of not less than a majority of the Commission in attendance, so long as such majority vote exceeds a majority of the quorum of the Commission.

Voting shall be by voice and shall not be recorded by 'yeas' and 'nays' unless requested by a member of the Commission. Roll call votes shall be recorded.

(k) Reports

The Commission may ask for reports and recommendations from the staff on any matters before it.

(l) Suspension of Rules

The Commission may suspend any of its procedural rules (except City and State Codes) by unanimous vote.

(m) Amendments

These rules may be amended at any regular or other meeting by a two-thirds vote of the members present.