

**Town of Erie
Resolution No. 22-149**

**A Resolution of the Board of Trustees of the Town of Erie Adopting
Rules of Procedure for the Planning Commission**

Whereas, Section 3-1-2(C) of the Erie Municipal Code requires that the Board of Trustees adopt Rules of Procedure for the Planning Commission; and

Whereas, the rules of procedures provided herein satisfy the Erie Municipal Code requirement while providing for a concise set of procedures related to terms, removal, vacancy, meetings, organization, and roles of the Planning Commission.

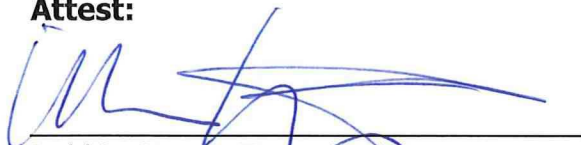
Now Therefore be it Resolved by the Board of Trustees of the Town of Erie, Colorado, that:

Section 1. The Board of Trustees hereby adopts the Planning Commission Rules of Procedure in the form attached hereto.

Adopted this 13th day of December, 2022.


Justin Brooks, Mayor

Attest:


Debbie Stamp, Town Clerk
Michelle Crawford, Deputy Town Clerk



Erie Planning Commission Rules of Procedure

1. Purpose. The Board of Trustees has adopted these Rules of Procedure (the "Rules") pursuant to Section 3-1-2(C) of the Erie Municipal Code. The purpose of the Rules is to provide guidance and direction to the Planning Commission (or "Commission").
2. Erie Municipal Code. Procedures related to terms, removal, vacancy, meetings, organization, and roles of the Commission are found in Title 3 of the Erie Municipal Code. In the case of a conflict between these rules of procedure and the Erie Municipal Code, the Erie Municipal Code shall apply.
3. Officers.
 - a. *Chair*. The Chair is responsible for preserving order and the integrity of all proceedings before the Commission, and must:
 - i. Call meetings to order as scheduled and proceed with the order of business;
 - ii. Announce the business to be acted upon;
 - iii. Inform the Commission, when necessary, on any point of order or practice;
 - iv. Authenticate by signature, when necessary, or when directed by the Commission, all of the acts, findings and orders, and proceedings of the Commission;
 - v. Efficiently move the agenda along, limit redundancy and the time allowed for comments, and set guidelines for public input; and
 - vi. Recognize speakers prior to receiving comments and presentations.
 - b. *Vice Chair*. The Vice Chair shall exercise the duties of the Chair in the Chair's absence.
 - c. *Secretary*. The Secretary shall keep accurate minutes of all Commission meetings and a record of all Commission resolutions, transactions, findings, and determinations. The Secretary shall be responsible for posting all required notices and agendas.
 - d. *Temporary Chair*. In the event both the Chair and the Vice Chair are absent from a meeting, the Secretary must call the Commission to order and call the roll. If a quorum is present, the Commission shall elect by a majority vote a temporary Chair who will preside over the meeting until the arrival of the Chair or Vice Chair.
4. Meetings.
 - a. All meetings of the Commission shall be open to the public, other than executive sessions in compliance with the Colorado Open Meetings Law.
 - b. The Planning Commission shall meet in regular session on the first and third Wednesday of each month beginning at 6:30 p.m.

- c. Special meetings may be called by the Chair or the Liaison, or upon the request of 3 or more Commissioners. Notice of a special meeting shall be provided to each Commissioner, by electronic means or telephone.
 - d. The Planning Commission may meet in a study session, but no decisions can be made nor may any actions be taken at a study session; all actions taken and all decisions made must be approved at either a regular or special meeting.
 - e. All meetings shall be held in the Board of Trustees Chambers unless otherwise determined.
 - f. The agenda for each meeting shall be posted in accordance with the Colorado Open Meetings Law.
 - g. Every Commissioner must attend all scheduled meetings of the Commission, unless duly excused. Any Commissioner desiring to be excused must notify the Secretary and Liaison in advance.
5. Meeting Agendas.
- a. Meeting agendas are set by the Chair, Secretary, and Liaison. The agenda for all meetings shall be primarily devoted to the transaction of Town business requiring formal voting by the Commission. An item may be placed on the agenda at the direction of the Chair, the Liaison, or a majority of the Commission.
 - b. No later than Friday preceding the regular meeting, the Secretary will publish on the Town's website the meeting agenda and packet.
 - c. The order of business shall be as follows, unless modified by a majority vote of the Commissioners present:
 - i. Call to order and roll call.
 - ii. Pledge of Allegiance.
 - iii. Approval of the agenda.
 - iv. Consent agenda.
 - v. Public comment on matters not on the agenda (limited to 3 minutes per speaker).
 - vi. General business.
 - vii. Staff reports.
 - viii. Commission reports.
 - ix. Executive session, as needed.
 - x. Adjournment.
6. Meeting Procedures.
- a. *Voting.* Votes may be taken either by voice vote or by roll call vote. All actions require an affirmative vote of a majority of the Commission.

- b. *Abstention.* No Commissioner may abstain from voting unless they have a conflict of interest as defined by state law or Chapter 7 of the Erie Municipal Code. In that case, the Commissioner should state the conflict, step down from the platform and not participate in the discussion or vote. If any Commissioner attempts to abstain in any other circumstance, the refusal shall be counted as an affirmative vote.
 - c. *Motions Procedure.* All matters before the Commission shall be introduced by motion, as follows:
 - i. The presiding officer recognizes a Commissioner.
 - ii. The Commissioner proposes a motion.
 - iii. Another Commissioner seconds the motion.
 - iv. The Commission debates/discusses the motion (amendments to the motion or other substitute motions may be made during the debate/ discussion).
 - v. At the conclusion of the debate/discussion, a vote is taken.
 - vi. Any motion may be withdrawn prior to a vote on that motion with the concurrence of the person seconding the motion.
 - d. *Types of Motions.* The following motions are acceptable:
 - i. Motion to approve/deny.
 - ii. Motion to amend.
 - iii. Motion to continue to a date certain.
 - iv. Motion to postpone indefinitely.
 - v. Motion to call the question. This motion is used to cut off debate and to bring an immediate vote on the pending motion. A vote is first taken on the motion to call, and if successful, debate is halted and a vote on the main motion is made. If the vote on the motion to call fails, debate on the main motion continues.
 - vi. Motion to reconsider. A motion to reconsider must be made at the same meeting at which the action occurred, or at the next meeting. The motion must be made by a Commissioner who voted on the prevailing side. A vote is then taken on the motion to reconsider. The passage of a motion to reconsider suspends all action on the original motion. The original motion is then placed before the Commission in the exact form it was when previously adopted. Once the vote is taken and the results determined, no further reconsideration can be granted.
7. Public Comment.
- a. Members of the public shall have the opportunity to comment on resolutions and other matters before the Commission as determined by the Chair or applicable law, during the time designated for such comment and when recognized by the Chair.

- b. Each person wishing to comment shall first sign a public comment sheet listing their name and place of residence or, if attending virtually, use the raise your hand feature when asked by the Secretary. The Secretary will deliver the comment sheets to the Chair, who will call the names of the persons who indicated they wished to speak in the order they signed up.
 - c. Prior to making comments, each person will, for the record, give their name and place of residence.
 - d. Public comment is limited to 3 minutes per person, provided that time can be pooled.
 - e. The Chair may limit the total amount of time dedicated to public comment.
 - f. Public comment concerning a matter that is scheduled for a public hearing should be made during the public comment portion of the public hearing, so it is reflected in the record of the public hearing.
8. Public Hearings.
- a. The Commission shall hold public hearings as required by the Erie Municipal Code or other applicable law.
 - b. The procedure for public hearings shall comply with Section 10-7-2 of the Erie Municipal Code.