

RULES OF PROCEDURE
DALLAS COUNTY PLANNING & ZONING COMMISSION

The following rules of procedure are hereby adopted by the Dallas County Planning and Zoning Commission.

SECTION 1.0 OFFICERS.

The commission shall select from its membership a chairperson and vice chairperson, who will perform the usual duties pertaining to such offices.

1.1 Selection.

At the first regular meeting in February each year, the commission will elect officers (a chairperson and vice chairperson) from its membership. All members are eligible for election or re-election. If the planning and zoning commission term of an elected officer ends in December, an election shall be held at the December meeting for an interim officer, who will serve until the regular February election.

1.2 Tenure.

The chairperson and vice chairperson shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

1.3 Duties.

The chairperson will preside at all meetings, appoint committees, and perform such other duties as may be ordered by the commission. The vice chairperson shall act in the capacity of the chairperson in his or her absence and if the office of the chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term and the commission shall select a successor to the office of vice chairperson for the unexpired term. The Director of Planning and Development shall be responsible for the duties of secretary of the commission. The secretary will record and maintain minutes of the meetings, ensure that the minutes and adopted recommendations are properly published and recorded, and perform such other duties as the commission may determine.

SECTION 2.0 MEETINGS.

The regular meeting of the commission shall be on the third Tuesday of every month beginning promptly at 4:30 p.m. When the regular meeting day falls on a legal holiday, the commission shall select a suitable alternative day in the same month. A schedule for all regular meetings for the coming year shall be approved by the commission at the December meeting.

2.1 Special meetings.

Special meetings will be called at the request of the chairperson, or any three (3) members of the commission. Notice of the special meeting shall

be given by the secretary to the members of the commission at least 48 hours before such meeting and shall state the purpose and time of the meeting. In addition, the special meeting must meet the same public notice requirements of regular meetings.

2.2 Public.

All regular and special meetings, subcommittee meetings, hearings, records, and accounts shall be open to the public.

2.3 Quorum.

A majority (5) of the total number (9) of members will constitute a quorum. Without a quorum, no business will be transacted and no official action on any matter will take place. An affirmative vote of the majority of the total number of members in attendance will be required for the exercise of the powers or functions conferred or imposed upon this commission.

2.4 Order of business: Agenda.

The secretary shall prepare an agenda for each meeting and send it to each commissioner seven (7) days before the meeting. The order of business shall be as follows:

1. Call to Order.
2. Approval of Agenda.
3. Approval of Minutes of Previous Meeting.
4. Reports of Officers, Committees, or Staff.
5. Unfinished Business of Commission
6. New Business: Petition items on the Agenda. The petitioner shall be heard first, followed by staff reports, comments and questions from concerned citizens, and discussion. Action by the commission will be item by item.
7. Time open for citizens wishing to address the commission on matters not on the established agenda.
8. Discussion or announcements, and notice of next meeting.
9. Adjournment.

2.5 Conduct of Meetings

1. Roll Call. Before proceeding with the business of the Board, the Chair shall call the roll of members present, and enter those named in the minutes. The Chair shall determine the presence of a quorum as required by law and these rules.

2. Call to Order. The Chair shall call the meeting to order at the appointed hour. In the absence of the Chair, the Vice-Chair shall call the meeting to order and shall serve as the Chair for that meeting and is authorized to sign all measures passed at the meeting.

3. Control of Discussion. The presiding officer shall control discussion of the Board on each Agenda item to assure full participation in accordance with these rules.

4. Order of Consideration of Agenda. Unless modified by a majority of the Board members, each Agenda item shall be considered in the order set out in the public notice. Each Agenda item shall be separately announced by the presiding officer prior to discussion and consideration by the Board.

5. Motions. Motions may be made by anyone on the commission except the chairperson. The chairperson will restate the motion before a vote is taken.

6. Discussion. A Board member shall speak only after being recognized by the presiding officer. A member recognized for a specific purpose shall limit remarks to that purpose. A member, after being recognized shall not be interrupted except by the presiding officer to enforce these rules.

7. Presiding Officer's Right to Enter into Discussion. The presiding officer may enter into any discussion.

8. Limit on Remarks. Each Board member shall limit his or her remarks to a reasonable length.

9. Presiding Officer's Right to Speak Last. The presiding officer has the right to close debate and speak last on any item.

10. Closing Debate. Discussion may be closed on any item at any time by the presiding officer with the concurrence of a majority of the Board.

11. Voting. Voting will be by roll call and will be recorded by yeas and nays. Every member of the commission, including the chairperson, is required to vote on each motion. However, a member may abstain if the member believes there is a conflict of interest, particularly if the conflict is of a financial nature. A member who elects to abstain from voting shall

state the reason for the abstention at the time of voting. During the discussion of the matter under consideration, a member who plans to abstain from voting should so inform the commission so that other commission members can properly weigh the opinions given by a member who believes a conflict of interest exists.

2.6 Citizen Participation

1. Citizen's Right to Address Board. Persons other than Board Members shall be permitted to address the Board only upon specific Agenda items.
2. Manner of Addressing Board. A person desiring to address the Board shall sign the "Speaker List" provided by the Board which will be available to all citizens prior to the start of the meeting. When the Chair calls the citizens name, the individual shall go to the podium, state his or her name, address, and group affiliation (if any), and shall confine his/her remarks to the time allotted.
3. Time Limit on Citizen's Remarks. Citizens shall be limited to three minutes speaking time per item unless additional time is granted by the presiding officer. Total citizen in-put on any subject under Board consideration shall be limited to a fixed period by the presiding officer. A majority vote of the Board may extend the time limitations of this rule.
4. Remarks of Citizens to be Germane. Citizen comments must be directed to the subject under consideration. The presiding officer shall rule on the germaneness of citizen comments. Citizens making personal, impertinent, or slanderous remarks shall be barred by the presiding officer from further comment before the Commission during the meeting.
5. Matters Not on the Agenda. The Board may in its discretion allow citizens who wish to raise a matter not on the Agenda or who have not signed the "Speakers List" to address the Board at the end of the regular Agenda.

2.7 Commission action.

Action by the commission on any matter on which a hearing takes place will not be taken until the hearing has been conducted.

2.8 Parliamentary procedure.

Roberts Rules of Order, Revised, will govern the commission meetings in all cases where these rules do not provide the procedures to be followed.

2.9 Ex parte communication.

Ex parte communication is defined as any form of communication about a matter that is to come before the planning and zoning commission. Ex parte communication, while not illegal, should be discouraged. Any commission member who has been contacted in some way about a matter to come before the commission, should disclose that information to the commission prior to any action taken by the commission.

SECTION 3.0 HEARINGS.

The planning and zoning commission is an advisory body to the board of supervisors and the board of adjustment and the matters considered by the commission require a public hearing.

3.1 Matters to be considered by the commission include the following:

1. Adoption or amendment of the comprehensive plan.
2. Adoption or amendment to the zoning and subdivision ordinances.
3. Proposed changes to the zoning map or districts.
4. Review of proposed developments subdivisions.
5. Review of special use permits and conditional use applications.

3.2 Official notice of hearings.

Notice of the time and place of the hearing shall be published in an official newspaper not less than four (4) nor more than twenty (20) days before the date of the hearing. A copy of the notice shall be posted in a prominent place in the courthouse and office of the department of planning and development. In addition, a special notification shall be mailed to all property owners and residents within five-hundred feet (500') of the boundaries of the premises under consideration for a zoning change, subdivision, special use, or conditional use.

SECTION 4.0 EXPENSES.

Commission members may receive payment for actual expenses and mileage incurred only upon approval of the commission. Mileage shall be paid at the rate allowed by the board of supervisors.

4.1 A gratuity may be paid on a per meeting basis as approved by the board of supervisors.

4.2 Gifts.

Gifts, donations, and payments of every kind received by the county for

planning purposes shall be appropriated solely for use by the commission for the benefit of county planning. Commission members may not receive any type of gift for their personal use or enjoyment.

SECTION 5.0 MEETING ATTENDANCE.

Commission members are expected to attend all regular and special meetings of the commission. If a member has a valid reason for nonattendance, the member shall notify the Director of Planning and Development before the meeting. A commission member will be asked to resign if at any time the member has three consecutive unexcused absences from a regular, special, or subcommittee meeting, or if total absences (whether excused or not) exceed forty percent (40%) of the total meetings in a calendar year. A review of attendance will be made at the end of each year.

SECTION 6.0 COMMITTEES.

The commission may create by resolution standing and special committees for certain purposed as determined by the commission.

6.1 Appointment and tenure of committees.

The chairperson will appoint three or more members to each committee. The committee will decide when and where to meet, and announce these intentions to the commission. Members of the committee will serve for one year and until their successors are appointed or in the case of special committees until their work is completed. Vacancies will be filled by the commission chairperson.

6.2 Spokesperson position created.

Every committee will choose a spokesperson who will assume the following duties: present the findings and recommendations of the committee to the whole commission; ensure that the committee meeting is open to the public and the public has been notified of each meeting; guide the committee meeting; and insure that proper minutes have been kept.

SECTION 7.0 AMENDMENTS.

A majority vote of the planning and zoning commission shall be necessary to amend these rules. Such proposed amendments shall be presented in writing at any regular or special meeting of the planning and zoning commission.

Adopted _____

Chairperson _____
Dallas County Planning & Zoning Commission