

## CITY OF YACHATS

**ADMINISTRATIVE POLICY NO. 18**

**COMMISSION OPERATIONS & PROCEDURES**

### **GOAL**

To insure timely and fair action on all matters before the commissions conformable to the powers and duties specified in the City Code (2.04.040 and 2.08.040).

### **OBJECTIVES**

To establish rules regarding Commission operations, functions, and duties that will provide direction, allowing the members to facilitate an orderly progression of business at regularly scheduled public meetings. All meetings will be held on City premises, and duly noticed.

### **Membership**

Members will be appointed or released as provided by Code (“by the Mayor with approval by the Council”).

Any person applying for appointment to any Commission shall be interviewed by City Council at either a work session or regular meeting.

No person shall serve at the same time on more than one Commission.

### **Attendance**

Unless excused by the Chair, any member who has three absences in a twelve month period may be removed from the Commission by City Council action, the position will be declared vacant, and the member will have to reapply to be reconsidered for appointment.

### **Elections**

The Chair and a Vice-Chair shall be elected by ballot at the first meeting of the calendar year, or when a vacancy in these offices occurs.

### **Officers**

#### **Duties of the Chair**

The Chair is the Presiding Officer of the meeting. The duties of the Chair are:

- Consult with City staff and together formulate an agenda for the meeting.
- Open the meeting on time and call the meeting to order.
- Announce in proper sequence the business on the agenda.

- Recognize participants who are entitled to the floor.
- State the nature of legitimate issues that arise during the meeting, secure consensus on their disposition, and, if a vote is needed, the language of the motion. If a motion is out of order or unclear the Chair should rule it out of order or require clarification. If a motion is in order the Chair calls for the vote and announces the results of the vote.
- Protect the Commission from frivolous or delaying motions by refusing to recognize them.
- Enforce order in respect to discussion, deliberation, and decision-making.
- Expedite business in a way compatible with the rights of the members and constituents.
- Decide all questions of order.
- Respond to inquiries of members.
- Declare the meeting adjourned.
- Ensure that reports and recommendations are forwarded to the Council.
- With approval of the Commission, delegate an alternate spokesman.
- When appropriate, assist staff with securing the building after a night meeting.

In order to facilitate an effective meeting, the Chair should remain impartial. The Chair may vote on a motion but has no veto. To speak for or against a motion the Chair should wait until all other members present have spoken. If the matter involves the Chair's strong minority position, the Chair should request another member to preside during deliberation and decision. Once the motion has been voted on, or otherwise resolved, the Chair will resume as presiding officer.

### **Duties of the Vice-Chair**

The Vice-Chair shall be presiding officer when the Chair is absent or when the Chair wishes to be a stronger, more partisan, participant in deliberation. The Vice-Chair may also assist the Chair as directed by the Chair or Commission.

### **Duties of the Commission Members**

- Members shall make every effort to attend each meeting and be on time.
- Effective members understand these rules as well as parliamentary procedure and abide by them.
- Members should address all remarks through the Chair.
- Members should be knowledgeable and familiar with the issues before them so they can participate in the meeting.
- Introduce motions.
- Deliberate the issues according to the rules, seeking clarification of and consensus on issues.

- Be aware of all rules of law regarding conflict of interest and voting for their Commission.
- Vote on all motions, except conflicts of interest as legally defined in Oregon Government Standards and Practices law or other law.
- Members shall abstain from voting on matters carried over from meetings they did not attend, unless they have listened to the audio recording, viewed any video tapes available, and/or read the documents, testimony, or written correspondence regarding the matter and declare such prior to voting.
- Members will attend Staff or Council recommended and/or provided training. Any member who does not attend such training may be removed from the Commission by Council.

### **Calling the meeting to order and establishing a quorum**

If the Chair is absent the Vice-Chair will call the meeting to order.

If both the Chair and Vice-Chair are absent the Recording Secretary will call the meeting to order and call for an election of a Chair pro-tem.

If there is not a quorum:

- The meeting is called to order, the absence of a quorum is announced, and the meeting is adjourned. The minutes will show the absence of a quorum and the time of adjournment.
- No binding business can be transacted in the absence of a quorum.
- Members may hear scheduled guest speakers, or take comments from the floor, but shall not take any action.