

ST. MICHAELS PLANNING COMMISSION RULES OF PROCEDURE

Section 1. MEMBERSHIP

Annotated Code of Maryland, Title 2 – Planning Commission outlines basic requirements regarding, membership, meetings, and procedures. The Commissioners of St. Michaels shall appoint a Planning Commission comprised of five (5) members. The term of a planning commission member is: (i) 5 years; or (ii) until the member's successor takes office.

Section 2. ANNUAL MEETING:

The annual meeting of the Planning Commission shall be the first regular meeting in the month of January of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other regular business as shall be scheduled.

Section 3. REGULAR MEETINGS:

Regular meetings of the Planning Commission shall be held in the Edgar M. Bosley, Jr. Municipal Building at 6:00pm on the 4th Thursday of each month with all meetings open to the public. The agenda for each regular meeting shall be available to the public at the Municipal Building at least 24 hours in advance. A regular meeting may be cancelled, or continued as deemed appropriate by the Planning Commission. Notice of continued meetings shall be announced at the regular meetings.

Section 4. PUBLIC HEARINGS:

Public hearings of the Planning Commission shall be held from time to time as required. Public participation is encouraged. The Chairman will control the order in which speakers are recognized and establish time limits for presentations should it be necessary to do so. The Chairman may cut off repetitive, redundant or non-germane testimony.

Section 5. WORKSHOPS:

Public workshops of the Planning Commission shall be held from time to time as needed, at a time and place designated by the Chairman. All workshops are open to the public with a notice of public meeting posted at the Municipal Building at least 24 hours in advance. The ground rules for public participation will be announced at the convening of the workshop.

Section 6. QUORUM:

At the meetings of the Planning Commission, a quorum shall consist of three (3) members of the commission. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section 7. VOTING

At all meetings of the Planning Commission each member attending shall be entitled to cast one vote. Voting shall be by voice. No member of the Planning Commission shall participate in proceedings in which, to their knowledge, the member or their spouse, or organizations with which they are affiliated have a financial or ethical interest in the matter under consideration. Members may consult the Town Attorney as to the propriety of their voting on any matter, which they feel might pose a conflict of interest.

The secretary shall record in the minutes the vote of each member, noting those members not present or abstaining from the vote. A majority vote of those participating members shall be necessary to approve a motion. A tie vote shall indicate that the motion fails.

Section 8. PROCEEDINGS:

- A. At any regular meeting of the Planning Commission, the following shall be the regular order of business:
 - (1) Minutes of the preceding meeting
 - (2) Old Business
 - (3) New Business
 - (4) Matters from the Commission
 - (5) Matters from the Staff
 - (6) Public comments as appropriate
 - (7) Adjournment

- B. Each formal action of the Planning Commission required by law, rule or regulations shall be embodied in a formal motion duly carried and entered in full upon the Minute Book after a vote as provided in Section 7 hereof.

Section 9. OFFICERS:

The officers of the Planning Commission shall consist of a Chairman and Vice Chairman voted upon by the Commission members at the annual meeting for a term of one year or in the event of a vacancy, voted upon at the next meeting.

Section 10. DUTIES OF OFFICERS:

The duties and powers of the officers of the Planning Commission shall be as follows:

A. Chairman

- (1) To preside at all meetings of the Commission.
- (2) To call additional meetings of the Commission as needed.

B. Vice Chairman

During the absence, disability, disqualification or resignation of the Chairman, to exercise all the duties and be subject to all the responsibilities of the Chairman.

C. Staff

- (1) To keep the minutes, exhibits and any other attachments of all meetings of the Commission.
- (2) To give or serve all notices required by law or by these Bylaws.
- (3) To prepare the agenda for all the meetings of the Commission and prepare staff recommendations and comments.
- (4) To be custodian of the Commission records.
- (5) To inform the Commission of the correspondence relating to business of the Commission and to attend to such correspondence, when directed by the Commission.
- (6) To see that all actions of the Commission are properly executed and that meetings are conducted in accordance with the Public Meeting Laws.

Section 11. VACANCIES:

Should any vacancy occur among the members of the Commission by the reason of death, resignation disability or otherwise, notice thereof shall be given to the Town Commissioners by Staff. The Commissioners shall appoint a person to fill the vacancy on the Planning Commission. Said appointee shall serve out the unexpired term of the vacated position.

Section 12. AMENDING RULES OF PROCEDURE:

These Rules of Procedure may be amended at any meeting of the Planning Commission provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

These Rules of Procedure were voted on and enacted by a unanimous vote (5-0) of the Planning Commission on June 23, 2005. The Rules are being amended to reflect the repeal of Article 66B and establishment of the Land Use Article, which

became effective October 1, 2012. The adoption of the amended Rules of Procedures was approved by a unanimous vote of the Planning Commission on November 21, 2013

My Documents/Rules of procedure / PC rules

Adopted 12-30-13