

PLANNING COMMISSION OF PAGE COUNTY, VIRGINIA

RULES OF PROCEDURE

Adopted March 4, 1996, amended December 7, 1998, amended August 5, 2002, amended March 22, 2004, amended February 26, 2007, amended August 26, 2008, amended March 25, 2014, amended June 28, 2016, amended May 14, 2019, amended October 27, 2020, and amended October 11, 2022.

THE FOLLOWING RULES OF PROCEDURE SHALL SUPERSEDE ALL OTHER WRITTEN OR UNWRITTEN RULES OF PROCEDURE FOR THE PAGE COUNTY PLANNING COMMISSION.

Article I – Authorization

- 1.1 The Planning Commission is established in conformance with a resolution adopted by the Board of Supervisors (hereafter referred to as the “Board”) of Page County, Virginia on January 13, 1965; in accord with the provisions of Section 15.2-2210, Code of Virginia (1950), as amended.
- 1.2 The official title of this body shall be the Page County Planning Commission, hereinafter referred to as the “Commission.”

Article II – Purpose

- 2.1 The primary purpose of the Commission is to serve in an advisory capacity to the Board, by preparing and recommending plans, ordinances, capital improvements programs, and other documents to the Board for its consideration.

Article III – Membership

- 3.1 The Commission shall consist of not less than five (5) nor more than fifteen (15) members appointed by the Board. All shall be residents of Page County and qualified by knowledge and experience to make decisions on questions of growth and development. At least half of the members shall own real property in Page County. (Amended October 11, 2022)
- 3.2 The terms of the Commission members shall be four (4) years.
- 3.3 Vacancies shall be filled by appointment made by the Board. Unexpired terms shall be filled for the remaining portion of an unexpired term only.
- 3.4 Members of the Commission shall be eligible for reappointment.

- 3.5 Members of the Commission may be removed by the Board for malfeasance in office, non-attendance for four (4) or more consecutive meetings (work sessions and regular meetings), seven (7) or more meetings in one (1) year (any twelve (12) consecutive months), or noncompliance with the Rules of Procedure.
- 3.6 In order to promote proper representation of their District, the Board shall be notified if any member misses three (3) consecutive meetings or six (6) meetings per year (any consecutive twelve (12) months).
- 3.7 Terms of the commission members shall expire at midnight the day before the beginning of the term of their successor.
- 3.8 The Board may provide for the payment of expenses incurred by the Commission members in the performance of their duties and compensation of service.
- 3.9 Each member shall complete the Citizens Planning Education Association of Virginia (CPEAV) Certified Planning Commissioner Program during the first two years of appointment (subject to availability of funds). Members who have previously completed the Program need not attend a second time. Additionally, it is strongly recommended that commissioners attend at least one applicable CPEAV or equivalent course annually.

Article IV – Selection of Officers

- 4.1 Officers of the Commission shall consist of a chairman, vice-chairman, secretary, and clerk. The chairman, vice-chairman, and secretary shall be elected by the membership. The clerk shall be appointed by the Commission and may be a member of the Commission, an employee of Page County, or a citizen volunteer. The Commission may also appoint a recording clerk who may be a member of the Commission, an employee of Page County, or a citizen volunteer. (Amended October 11, 2022)
- 4.2 Nomination of officers shall be made from the floor at the February meeting of each year. Election of officers, by secret ballot, shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4.3 The elected officers will assume their office at the end of the February meeting.
- 4.4 Term of office shall be for one (1) year or until a successor takes office. All officers can serve consecutive terms with no term limits. (Amended October 11, 2022)
- 4.5 Vacancies shall be filled for an unexpired term by a majority vote of the Commission.

Article V – Duties of Officers

- 5.1 The chairman shall (Amended October 11, 2022):

- 5.1.1 Set the agenda with the clerk.
- 5.1.2 Preside at meetings.
- 5.1.3 Appoint committees subject to the approval of the Commission.
- 5.1.4 Rule on procedural questions (subject to reversal by two-thirds majority vote of the members present.)
- 5.1.5 Report official communication at the next regular Commission meeting.
- 5.1.6 Certify official documents.
- 5.1.7 Certify minutes as true and correct copies.
- 5.1.8 Carry out other duties as assigned by the Commission.
- 5.1.9 Submit an annual budget for the Commission to the Board.
- 5.2 The vice-chairman shall:
 - 5.2.1 Assume the full powers of the chairman in the absence or inability of the chairman to act.
- 5.3 The secretary shall:
 - 5.3.1 Assume the full powers of the vice chairman in the absence or inability of the vice chairman to act.
- 5.4 The clerk shall (Amended October 11, 2022):
 - 5.4.1 Maintain a file of all official Commission records and reports.
 - 5.4.2 Certify maps, records, and reports to the Commission.
 - 5.4.3 Give notice and be responsible for publishing notices of all Commission public hearings and public meetings.
 - 5.4.4 Attend to the correspondence for the execution of the duties and functions of the Commission.
 - 5.4.5 Record attendance at all meetings.
 - 5.4.6 Record minutes of Commission meetings.

Article VI – Committees

- 6.1 The following committees may be appointed at the discretion of the chairman:
 - 6.1.1 Comprehensive Plan Committee – develops, updates, and revises the Comprehensive Plan and coordinates the work of other committees, which relate to the plan development.
 - 6.1.2 Land Use Committee – prepares and maintains an inventory of land uses within Page County, and is responsible for the preparation of land use maps.
 - 6.1.3 Subdivision Committee – draft subdivision regulations and subsequent amendments. Examines subdivision applications and make recommendations to the Commission after reviewing staff comments.
 - 6.1.4 Zoning Committee – drafts zoning ordinance and subsequent amendments. Reviews applications for rezoning, special exceptions, or use permit and makes recommendations to the Commission.
 - 6.1.5 Capital Improvements Committee – prepares and annually updates capital improvements program (CIP) in conjunction with Page County administrative officials. Assures that the CIP is in conformance with the Comprehensive Plan.
 - 6.1.6 Finance Committee – prepares the annual budget submission for the approval of the Commission and defends the budget submission before the Board. Represents the Commission before the Board on other finance/budget related matters.
- 6.2 Special Committees may be appointed by the chairman for purposes and terms approved by the Commission.
- 6.3 A chairman shall be appointed for all committees and if requested by the Chairman, produce a written report of all meetings.
- 6.4 The Commission chairman shall be an ex-officio member of each committee.
- 6.5 A committee shall include either three (3) Planning Commission Members, all of whom shall be voting members of good standing, or, at the discretion of the Planning Commission Chairman, two (2) Planning Commission Members in good standing, and an Officer of the Commission. All committees shall have a chairman appointed by the Planning Commission Chairman. Duties of the committee chairman shall be as follows: conduct and schedule meetings, appoint a vice chairman, and report committee minutes to the full Planning Commission at the regular monthly meeting. (Amended October 11, 2022)

The county staff shall periodically publish a request for citizen volunteers to serve on the Commission committees and maintain a list of respondents. Commission committee

citizen members shall be drawn from the list, and from other organizations or citizens with a strong interest and expertise in the issue(s) being considered by the committee. Citizen committee members shall be appointed for the duration of the issue under consideration or for the Planning Commission year (February – January). Citizen committee members may be reappointed at the request of the committee chairman and the approval of the Commission chairman. Citizens have the power to participate fully on committees, but shall not vote. Minutes shall be kept for all meetings of the committee. Citizens and media must have proper notification of meetings. These meetings may be conducted in an informal manner. (Amended October 11, 2022)

- 6.6 A quorum in committee meetings may be achieved by the presence of another Commission member not originally appointed to the committee.
- 6.7 Committees may be dissolved at any time upon the recommendation of the Commission Chairman and the approval of the Commission.

Article VII – Meetings

- 7.1 Regular meetings of the commission shall be held on the 2nd Tuesday of each month at 7:00 p.m. Special meetings shall be called as needed. If a meeting is cancelled, the meeting will be held the following scheduled meeting.
- 7.2 Regular work sessions shall be held on the 4th Tuesday of each month at 7:00 p.m. Additional work sessions shall be called as needed.
- 7.3 Special meetings may be called by the chairman or by two (2) members upon written request to the secretary. The secretary shall mail written notices to all members, at least five (5) days before a special meeting, stating the time, place, and purpose of the meeting.
- 7.4 All meetings of the commission shall be open to the public except those meetings allowed by law to be held in executive session.
- 7.5 No public hearing shall begin after 10:00 p.m.
- 7.6 The Page County Planning Commission (the Commission) shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, audio, video, electronic, or other communication means where the members are not physically assembled, except as provided in Virginia Code §2.2-3708 or as provided hereafter. Nothing in this policy shall be construed to prohibit the use of interactive audio or video means to expand public participation.
 - A. A commission member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. If, on or before the day of the meeting, the commission member notifies the Planning Commission Chairman that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, the Commission, by a majority vote, approves electronic participation by the commission member, and the Commission records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by a commission member shall be limited each calendar year to two meetings; or

2. If a commission member notifies the Planning Commission Chairman that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance, the Commission, by a majority vote, approves electronic participation by the commission member, and the Commission records this fact and the remote location from which the member participated in its minutes.

B. A commission member may participate in a meeting by electronic means only when:

1. A quorum of the Commission is physically assembled at the primary or central meeting location; and
2. The Commission makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

Article VIII – Voting

- 8.1 A majority of the members shall constitute a quorum. Vacancies shall not be counted in calculating the quorum, except that in no case may a quorum be less than three. No business may be conducted unless a quorum is present. At least one of the elected officers of the commission must be present.
- 8.2 No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.
- 8.3 Any member of the Planning Commission who has a conflict of interest, as defined in the Code of Virginia 2.2-3112, on any matter that is on the Planning Commission agenda will tell the chairman and shall voluntarily excuse himself/herself, vacate his/her seat, and refrain from discussing and voting on said items as a Planning Commissioner. Potential conflicts of interest should be discussed with the County Attorney and commission chairman well before the meeting where the vote will take place.
- 8.4 All Planning Commissioners who do not have a conflict of interest shall vote on each item either for or against.

- 8.5 The chairman of the Planning Commission shall have the authority to administer a role call for vote on any vote taken during a Planning Commission meeting.

Article IX – Order of Business

- 9.1 The agenda for all meetings will be set by the chairman and the Commission staff submitted to members at least five (5) days before the meeting.
- 9.2 The rules contained in the attached simplified Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the Rules of Procedure and any special rules this organization may adopt.
- 9.3 The Commission shall keep minutes of each meeting, and these minutes shall become a public record. The secretary and chairman shall sign all minutes and at the end of the year, certify that the minutes of the preceding year are a true and correct copy.

Article X – Public Hearings

- 10.1 In addition to those required by law, the Commission may hold a public hearing on any matter which it deems to be in the public interest.
- 10.2 Notice of a public hearing shall be made per Code of Virginia, 15.2-2204, as amended.
- 10.3 The chairman shall summarize the matter before the Commission, allow interested parties to speak, and accept written statements and other documentation pertinent to the matter being addressed.
- 10.4 An accurate, written record shall be made of the proceedings of the public hearing and maintained as part of the Commission's files.
- 10.5 The chairman has the right to limit the time for each item on the agenda to be discussed.

Article XI – Amendments

- 11.1 These Rules of Procedure may be amended by a majority of the entire membership after thirty (30) days prior notice of the proposed amendments.

Article XII – Suspension of Rules

- 12.1 These rules may be suspended in whole or in part upon the approval of two-thirds (2/3) vote of the members of the Commission present. (Amendment proposed 2008)

Simplified Roberts Rules of Order

Main ideas:

- Everyone has the right to speak once if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- The commissioners discuss only one thing at a time.

How to do things:

1. **You want to bring up a new idea before the group.**
After recognition by the chair, present your motion.
2. **You want a motion just introduced by another person to be killed.**
Without recognition from the chair simply state “I object to consideration.” This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.
3. **You want to change some of the wording in a motion under debate.**
After recognition by the chair, move to amend by
 1. adding words,
 2. striking words or
 3. striking and inserting words.
4. **You like the idea of a motion under debate, but you need to reword it beyond simple word changes**
Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.
5. **You want more study and/or investigation given to the idea under debate.**
Move to refer to a committee. Try to be specific as to the charge to the committee.
6. **You want more time personally to study the proposal under debate.**
Move to postpone to a definite time or date.
7. **You are tired of the current debate.**
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3 vote.
8. **You have heard enough debate.**
Move to close the debate. Requires a 2/3 vote. Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.
9. **You want to postpone a motion until some later time.**
Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. To kill a motion at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.
10. **You want to take a short break.**
Move to recess for a set period of time.

11. **You want to end the meeting.**

Move to adjourn.

12. **You are unsure that the chair has announced the results of a vote correctly.**

Without being recognized, call for a “division of the house.” At this point a standing vote will be taken.

13. **You are confused about a procedure being used and want clarification.**

Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The chair will ask you to state your question and will attempt to clarify the situation.

14. **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You may INTERRUPT a speaker for these reasons only:

- to get information about business – **point of information**
- to get information about rules – **parliamentary inquiry**
- if you can’t hear, safety reasons, comfort, etc. – **question of privilege**
- if you see a breach of the rules – **point of order**
- if you disagree with the chair’s ruling – **appeal**

You may influence WHAT the members discuss:

- if you would like to discuss something – **motion**
- if you would like to change a motion under discussion – **amend**

You may influence HOW and WHEN the members discuss a motion:

- if you want to limit debate on something – **limit debate**
- if you want a committee to evaluate the topic and report back – **commit**
- if you want to discuss the topic at another time – **postpone or lay it on the table**
- if you think people are ready to vote – **previous question**

Parliamentary Procedure Motions Chart

Adjourn				M	
Recess	S		A	M	
Table	S			M	
Close Debate	S		A	2/3	R
Limit Debate	S		A	2/3	R
Postpone To Later Time	S	D	A	M	R
Main Motion		D	A	M	R

S = Must Be Seconded D = Debatable A = Amendable
M = Requires A Simple Majority Vote 2/3 = Requires A 2/3 Vote
R = May Be Reconsidered Or Rescinded