

2018

Master Plan Review Commission

Rules of Organization and Procedure

1. The Chairperson and the Vice-Chairperson shall be elected by the Commission. Each office shall be voted upon separately. Nominations may be made by any member of the Commission. In the event more than one person is nominated for an office, the election shall be by ballot vote. A majority vote shall elect.
2. The Chairperson and Vice-Chairperson shall perform the duties normally associated with their offices.
3. The duties of a secretary shall be performed by a Clerk who shall be provided by the City of Streetsboro.
4. Regular meetings of the Commission shall be held **according to the calendar provided (Exhibit A)** until completion of its duties. The Commission may cancel a regular meeting by a majority vote, but in no event shall the Commission cancel two or more successive meetings until its business is completed.
5. Special meetings may be called by the Chairperson and shall be called at the request of any three (3) members. The purpose of the special meeting shall be included in the notice to members and no other business shall be transacted thereat.
6. A quorum shall consist of at least four (4) members.
7. Work sessions shall be held as deemed necessary for completion of business.
8. Any recommendation by the Commission to **Planning Commission** concerning the **Proposed Master Plan** shall require at least four (4) affirmative votes for adoption. Any such recommendation which fails when the full commission is not present may be reconsidered at a subsequent meeting at the request of any member of the commission.
9. Regular meetings of the Commission shall begin at 7:00 P.M. and shall normally be held in Council Chambers of City Hall. Meetings shall be held to a two-hour time limit unless extended by motion and voice vote.
10. The time and place of Special meetings shall be included in the notices given to members. Special meetings shall be held to a two-hour time limit unless an extension of time is agreed upon by a consensus of the members.

11. The order of Business for Regular Meetings of the Commission shall be as follows:

- A. Call to Order
- B. Pledge of Allegiance /invocation**
- C. Roll Call**
- D. Disposition of Minutes**
- E. Review of the Proposed Master Plan as scheduled**
- F. Citizen's Comments**
- G. Announcements
- H. Adjournment

12. During a portion of a Regular Meeting in which the Commission reviews part of the Master Plan, the following time limits shall apply to speeches and presentations:

- A. For resource persons and City Officials, Department Heads, Board and Commission Members and others invited by the Commission to speak on specific parts of the Master Plan, length of the speeches shall be determined by the Commission for the purpose of flexibility.
- B. Persons not specifically invited by the Commission but who desire to speak on the part of the Master Plan under review shall speak no more that two (2) minutes.

13. Speeches during the Citizen's Comments shall normally be limited to **three (3) minutes** and may relate to any aspect of the **Proposed Master Plan** or the Commission's business.

14. Any Person who desires to propose a specific amendment to the **Proposed Master Plan** shall present said proposal in writing to the Master Plan Review Commission.

15. Any recommendations by the commission to the Planning Commission concerning the Proposed Master Plan shall be voted upon by roll call vote. Procedural matters shall be voted upon by roll call vote. Non-procedural matters shall normally be decided by voice vote or common consent. A roll call vote on any matter may be ordered at the request of any two members of the Commission.

16. Due to their basic nature, Rules 1-8 may not be suspended. Rules 9-15 may be suspended by a two-thirds (2/3) vote or common consent. All of the Commission's rules may be amended by a (2/3) vote.

17. The rules in the current edition of Robert's Rule of Order Newly Revised shall govern the Commission's proceedings in all cases to which they are applicable and in which they are not inconsistent with these rules.

