

Document Title:	Cascade Township Planning Commission Rules of Procedure
Effective Date:	April 19, 2016, updated October 14, 2019
Scope:	These Rules of Procedure apply to the operation of the Cascade Township Planning Commission
Precedence:	In case of conflict between these Rules of Procedure and any ordinance of Cascade Township, the Cascade Township Ordinance shall take precedence.
Amendments:	The Planning Commission Rules of Procedure may be amended at any regular meeting of the Planning Commission by a majority vote of all the regular voting members. Copies of such Rules of Procedure shall be available to the public through the Cascade Township Clerk's Office.

Commission Rules Of Procedure

Section 1: Meetings

Regular Meetings

The meetings of the Planning Commission shall be held at the call of the Chairperson, at the call of the Town Board, or due to a pending submittal from the Township Cooperative Planning Association (TCPA) which requires a hearing at the Planning Commission level. Any such hearing necessary due to a submittal should be scheduled at the earliest possible normal meeting date. All meetings of the Planning Commission shall be open to the public, pursuant to Minnesota Statutes. Consistent with the practice of the Cascade Township Board meetings, Planning Commission meetings shall open with the Pledge of Allegiance. Normal meeting dates are on the third Tuesday of the month, in the Cascade Township Hall, commencing at 6:00 PM unless otherwise noticed.

Special Meetings

Special Meetings of the Planning Commission may be held at the call of the Chairperson, at the call of the Town board, at the call of a majority of the Planning Commission, or due to a pending submittal from the TCPA which requires a hearing at the Planning Commission level. Any such hearing necessary due to a submittal should be scheduled at the earliest possible normal meeting date.

Open Meeting Requirements and Notification

- i. The open meeting provisions of the Statutes of the State of Minnesota shall apply to all Planning Commission Meetings.
- ii. Notification procedures shall follow the requirements of Cascade Township Zoning Ordinance and the Statutes of the State of Minnesota.

Records

- i. The Planning Commission shall keep a written public record of all its transactions, findings, and determinations on all matters referred to it, and shall cause such records to be recorded as necessary pursuant to Minnesota Statutes. Said records shall be placed with the Township Clerk for filing in the Township offices.
- ii. Public hearing proceedings will be audio recorded by means of electronic equipment. Said recordings shall be placed with the Township Clerk for filing in the Township offices.

Minutes

The Scribe will prepare minutes of each meeting that include all pertinent information, findings, motions, decisions made, transactions, and determination of all matters referred to it, and actions and votes taken. The objective of the meeting minutes is to maintain a complete factual record of motions, findings of fact, and actions taken by the Planning Commission. Approved minutes shall be submitted to the Township Clerk and shall include at least the following:

- i. Date, time called to order, time adjourned, place of meeting.
- ii. Members' attendance.
- iii. General description of matters considered.
- iv. An accurate description of all legal actions proposed, discussed or taken, and the names of members who proposed each motion, and
- v. Names of persons making statements or presenting material to the public body and a brief description of the presented material.
- vi. Signatures by the Chairperson and Scribe.

Section 2: Officers

Elected By Planning Commission

- i. Chairperson
- ii. Vice Chairperson
- iii. Scribe

Temporary Chairperson

If both the Chairperson and Vice Chairperson are absent from a meeting, the Planning Commission shall, by a majority vote of those voting members present, elect a Temporary Chairperson for that meeting. The Temporary Chairperson shall have the full powers of the Chairperson during the absence of the Chairperson and Vice Chairperson.

Duties of Officers

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

- i. Chairperson:
The Chairperson shall preside at all meetings and hearings of the Planning Commission, call meetings of the Planning Commission, work with the Scribe to set the meeting agendas by sending the draft agenda to the scribe for review and disbursement to the Township Clerk,

declare votes, and sign documents of the Planning Commission.

- ii. Vice Chairperson:
During the absence, disability, or disqualification of the Chairperson, or upon request of the Chairperson, the Vice Chairperson shall exercise all the duties and be subject to all the responsibilities of the Chairperson. The Vice Chairperson shall keep the schedule of CUP reviews updated, recording changes and updates to this schedule. In addition, the Vice Chairperson shall supervise the Conditional Use Permit (CUP) reviews, including drafting letters (working with the Township Clerk), updating CUP materials, scheduling maintenance, taking minutes of the reviews, and maintaining and updating the CUP checklist.
- iii. Scribe:
Keep a record of all meetings of the Planning Commission. Prepare, with the Chairperson, meeting agendas. Coordinate and distribute meeting materials, including written comments received from the public, prior to the meeting.
- iv. Chairing the Meetings:
The person chairing the meeting shall make every effort to facilitate the orderly discussion of the Planning Commission and to guide the Commission in making recommendation to the Township Board.

Section 3: Rules of Procedure

Order of Business

Each regular meeting of the Planning Commission will consist of the following Order of Business (items may be taken out of order at the discretion of the Chairperson):

- i. Call to Order
- ii. Roll Call
- iii. Pledge of Allegiance
- iv. Announcement of Agenda. Items can be added to a regular meeting agenda by the Chairperson or by vote of the Planning Commission.
- v. Approval of Minutes
- vi. Call to the Audience on any topic that is not the subject of a public hearing
- vii. Hearings
- viii. Study Sessions
- ix. Unfinished Business
- x. New Business
- xi. Round-the-table
- xii. Second Call to the Audience may be included at the discretion of the Chairperson
- xiii. Adjournment

Study Sessions

The purpose of study sessions is to allow the Planning Commission to hear presentations on items prior to their presentation at a public hearing. The Planning Commission is allowed to ask questions and

request more information on such items in an effort to better prepare for the public hearing. The Chairperson may allow members of the public to speak at a study session.

Public Hearings

- A. The following procedure shall be utilized for all public hearings as determined by the Chairperson:
 - i. Opening Statement by the Chairperson.
 - ii. Chairperson shall declare the Public Hearing open before the staff presentation is given.
 - iii. Presentation by staff and/or applicant, as applicable.
 - iv. Questions for staff and/or applicant, as applicable.
 - v. Chair opens the public comment portion of the meeting.
 - 1. All persons wishing to speak in favor.
 - 2. All persons wishing to speak in opposition.
 - 3. Applicant rebuttal, if requested.
 - vi. Chairperson closes the public comment portion of the meeting.
 - vii. Discussion by the Planning Commission.
 - viii. Motion for recommendation and a second.
 - ix. Further discussion and deliberation. Deliberation shall include:
 - 1. The information submitted;
 - 2. The written comments received;
 - 3. Any presentation and discussion made at the hearing;
 - 4. The staff report.
 - x. Vote.
 - xi. Chair shall declare the Public Hearing closed.
- B. The Chairperson may re-open the public comment portion of the meeting after it has been closed and prior to a vote that establishes a recommendation.
- C. The planning Commission may continue the matter to a specific date, time, and place by an affirmative vote of a majority of the voting members present.
- D. The Planning Commission may also agree to keep the public comments open solely for written comment to be submitted by an agreed upon date. However, in no event shall oral comments be permitted unless the Planning Commission decides to re-open the Public Hearing and has properly provided notice before doing so.
- E. Persons attending Planning Commission meetings and hearings shall remain silent during the proceedings except when called upon by the Chairperson to address the Planning Commission.
- F. Persons speaking to the Planning Commission shall address the matter under consideration by the Planning Commission in a courteous and respectful manner.

- G. Comments to the Planning Commission should not repeat or duplicate the comments of others who have already spoken.
- H. The Chairperson may impose time limits on public comments at the beginning of a Public Hearing when appropriate.

Motions

- A. Motion:
Proposal for some kind of action made by one Commissioner, seconded on by another, and then voted on by the full voting membership of the Planning Commission. The name of the members making and seconding a motion shall be recorded in the minutes of the meeting.
- B. Substitute Motion:
Substitute motions are made by another Commissioner after a motion has been made and seconded, but before a vote has been taken. When substitute motions are made, they must be voted on first before a vote can be taken on the main motion. If a substitute motion is passed, the main motion is dropped.
- C. Friendly Amendment:
Friendly Amendments to motions are requests to amend a motion. They can be proposed by Commissioners after a main motion has been made and seconded, but must be accepted / approved by the Commissioner whose motion they want to amend and the seconder of that motion.
- D. Making Motions:
There are six (6) steps to processing motions. In instances where there are substitute motions, these six steps must be followed on the secondary motions before the main motion can be voted on.
 - i. A Commissioner makes a motion.
 - ii. Another Commissioner seconds the motion. This Commissioner does not have to agree with the motion. Rather, they only have to agree that it should be discussed.
 - iii. The Chairperson may restate or have the motion restated, formally placing it before the Planning Commission.
 - iv. Debate / discussion ensue.
 - v. The Chairperson asks for a vote on the motion.
 - vi. The Chairperson announces the result of the vote.

Call to the Audience

- A. Any member of the public is allowed to address the Planning Commission on any issue except items scheduled for a public hearing at the meeting.
- B. Speakers are limited to five (5) minute presentations unless specified otherwise by the Chairperson during the call.

- C. Speakers must state their name, address, who they represent, and the subject matter.
- D. The Planning Commission may not take action on new matters raised during the Call to the Audience. The Planning Commission may, at its discretion, request an item be placed on a future agenda.

Decorum and Debate

- A. When members desire to make a motion they shall address themselves to the Chairperson.
- B. No member shall interrupt another, except to Call to Order or correct a mistake.
- C. No person shall interrupt proceedings.
- D. Opportunities for public participation include Call to the Audience and the open comment period during public hearings.

Voting

- A. Each voting member present at a meeting shall cast one (1) vote on each motion. Voting may be by voice call or by roll call.
- B. Although it is the duty of every voting member to vote, a member may abstain. An abstention has the same effect as a negative vote.
- C. Majority and Minority Opinions. As determined by the Planning Commission, a minority report may accompany a voted decision or recommendation. An additional spokesperson may be designated to present the minority report.

Conflict of Interest

Any member of the Planning Commission who has a conflict of interest related to any matter before the Planning Commission shall so publicly state and refrain from participating in the meeting, shall step down and leave the hearing room and shall abstain from all proceedings, deliberations, and voting on the matter. The minutes shall show that the member left the hearing room.

Adopted by Cascade Township Planning Commission,

April 19, 2016, amended July 16, 2019

Chairperson

Scribe