

# **MUNICIPAL PLANNING COMMISSION**

## **WORK SESSION MINUTES**

February 14, 2023, at 6:00 p.m.

**Chris McDonald, Chairman**  
**Emilee Senyard, Vice Chairman**  
**Hayley Schulist, 1<sup>st</sup> Secretary**  
**Mike Anderson, 2<sup>nd</sup> Secretary**  
**Lisa Anderson, Mayor**

**Brandon Butler**  
**Salvatore Cali**  
**David Magner**  
**LaRhonda Williams**

### **JOINT WORK SESSION – TRAINING SESSION**

**Staff Present:** Daugherty, Jones, Sullivan, Blackburn, Paisley, Carter, Hogan  
**PC Present:** McDonald, Senyard, Schulist, Mr. Anderson, Butler, Cali, Magner,  
Mayor Anderson **Absent:** Williams  
**BOC Present:** Anderson, Butler, Hall, Street, Johnson  
**BOZA Present:** Tortorelli, Busch, Hall, Fawcett **Absent:** Dewire

#### **Roberts Rule of Order presented by Josh Hogan**

What are Roberts Rules of Order?

- A guidebook for conducting meetings and making decisions as a group.
- It provides a set of standardized procedures and protocols for conducting meetings and making decisions in a fair and efficient manner.
- Based on the concept of parliamentary procedure.

Why do we use Robert's Rules of Order?

- Ensure that meetings are conducted in a manner that is orderly, fair, and efficient.
- Provides a clear record of public business.
- It provides guidelines for the conduct of meetings, the handling of motions and voting, and the protection of the rights of the minority.
- By following these rules, organizations can ensure that all members have an equal opportunity to participate in the decision-making process and that the outcome of the meeting reflects the will of the majority.

Where did Roberts Rule come from?

- Roberts Rules of Order was first published in 1876 by Henry M. Robert, a retired army officer, and has since been revised and updated several times.
- Frustrated by the lack of procedure to govern local assemblies in the United States.
- Embarked on a study of parliamentary procedure to codify a set of rules.

How Does Robert's Rules of Order work?

- Needs – Public Engagement – Staff Reports
  1. The Main Motion
  2. A Second
  3. Debate
  4. Subsidiary Motions / Voting
- Decision
- Action

Procedure for Passing a Motion:

1. Preparation: A member must prepare a motion and present it to the chair.

- The motion should be clear and concise and must state the action that is proposed to be taken.
- 2. Introduction: The member makes the motion by addressing the chair.
  - The member states the motion and offers any necessary explanations or justifications.
- 3. Second: A second is required to indicate that another member supports the motion.
  - "I second the motion."
- 4. Discussion: The chair opens the floor for discussion.
  - Members can speak in support or against the motion and can ask questions or offer amendments. The chair should enforce time limits to ensure that everyone has a chance to speak.
- 5. Voting: Once the discussion has ended, the chair will put the motion to a vote.
- 6. Decision: The chair announces the result of the vote.
  - If the motion carries, it becomes the action of the group.

Common types of motions in Roberts Rules of Order:

- Main Motion: This is the basic type of motion that is used to bring a proposal to the floor for discussion and a vote.
- Amendment: An amendment is a motion that is used to modify or change a main motion.
- Motion to Postpone or Defer: This motion is used to delay consideration of a main motion or amendment. (Indefinitely or to a certain time)
  - Postpone indefinitely effectively kills the motion
  - Defer to a certain time
- Motion to Table: A motion to table is used to temporarily set aside consideration of a main motion or amendment, with the intention of returning to it later.
  - To interrupt the pending business to permit doing something else immediately. (Not debatable).
- Motion to Reconsider: This motion is used to revisit a decision that has already been made.
- Motion to Limit or Extend Time of Debate: These motions are used to regulate the amount of time allotted for discussion of a main motion or amendment.
- Point of Order: A point of order is a motion used to raise a procedural issue during a meeting.

**Question asked:**

**Magner** – Give an example of a motion to reconsider? Carter gave the example of motion to approve a site plan with certain conditions. Staff realized one of the conditions was not supposed to be on there and told Carter. Carter addressed the board and asked for a motion to reconsider without the condition that was mistakenly put on.

**Mayor Anderson** – Should a motion and a second be made before staff comments are read? Hogan replied yes. Proper procedure would be to have a motion and a second. Staff comments would then lead the discussion.

**Mike Anderson** – Should motion be to approve, or should motion be to review and discuss? Carter replied motion to approve to get the item to the floor.

**Schulist** – must there be a timeline for debate? Carter replied no, some matters deserve more conversation than others.

**Sullivan** – Is it proper at the time of the initial motion to include the condition listed in the resolution or should motion be amended after discussion? Carter said typically the motion is to approve with staff conditions.

**Sullivan** – Does motion to approve and motion to deny both have discussion after? Carter answered yes, typically when you wish to deny a motion it is best to approve then vote against it.

**Hall** – When making a second to a motion should you just say second or say second for discussion? Hogan answered that it really doesn't matter, either would be fine.

**Johnson** – Asked Mr. Carter to point out that a motion to end debate requires 2/3 of the vote.

**Land Use Planning – Five Common Legal Issues presented by Patrick Carter**

1. Disclosure
  - A. Disclosure of personal interest in voting matters.
  - B. Disclosure of personal interest in non-voting matters.
  - C. Acceptance of gift and other items of value.
2. Tennessee Open Meetings Act – the public business must be conducted in public.
  - A. What constitutes a meeting & incidental meeting.
  - B. Debate and deliberate
  - C. Adequate notice
  - D. Meeting minutes
3. Ex Parte Contact
  - A. Refuse to be obligated to a particular side of an issue prior to formal meeting.
  - B. Insist information offered to an individual be withdrawn or presented to whole party.
  - C. On site review should either be taken by whole body or an appointed committee.
  - D. Written or electronic information should be made available to all members.
4. Due Process
  - A. Notice
  - B. Opportunity to be heard
  - C. Fairness not wisdom
5. Standards of Review
  - A. Legislative bodies
  - B. Administrative bodies

**Question asked:**

**Schulist** – If a board member must recuse themselves must they say why? Carter answered no. Simply state you have a conflict and step down.

**Busch** – If a new business comes in that will have a direct impact on a board member (example: new business in the same line of work as a board member, a competitor) would it be appropriate to recuse yourself from the vote? Carter replied it would be proper to disclose the conflict. Vote if you can be fair, if not announce the conflict and recuse.

**Mayor Anderson** – Is it ok for two board members to attend meetings of advisory boards (example: Parks and Landscape board)? Carter stated the Open Meetings Act does apply to advisory boards and it would be fine for two board members to attend because the meeting is an open meeting to the public.

Work Session closed at 6:58 p.m.

To view the full meeting please visit the link below:

<https://www.youtube.com/watch?v=4bg1x5zWEeQ>