

## CITY OF FORT PIERCE PLANNING BOARD PROCEDURES

1. The City of Fort Pierce Planning Board will meet the second Tuesday in each month at 6:00 pm in the Fort Pierce City Hall Commission Chambers.
2. Additional meetings may be held at any time upon the call of the chairman or upon request of the Mayor-Commission, following at least twenty-four (24) hours notice to each member of the Board.
3. The Board at its first regular meeting in September of each year shall elect a chairman, vice-chairman, and a secretary.
4. The duties and powers of the officers of the Planning Board shall be as follows:
  - a. Chairman:
    - (1) Preside at all meetings of the Board.
    - (2) Call special meetings of the Board in accordance with these procedures.
    - (3) Sign documents of the Board.
    - (4) See that all actions of the Board are properly taken.
  - b. Vice-Chairman:
    - (1) During the absence, disability, or disqualification of the chairman, the vice-chairman shall exercise or perform all the duties and be subject to all the responsibilities of the chairman.
  - c. Secretary:
    - (1) The secretary shall be custodian of the records and that person need not be a member of the board, provided that if not a member of the board, they shall not be entitled to vote.
5. A majority of the members of the Board entitled to vote shall constitute a quorum for the transaction of business. All recommendations from the Board for either approval or disapproval of any agenda item shall be by a majority vote of the members of the Board entitled to vote.
6. Robert's Rules of Order are hereby adopted for the government of the Board in all cases not otherwise provided for in these procedures.

7. Procedures may be amended at any meeting by a vote of the majority of the entire membership of the Board, provided five days' notice has been given to each member of the Board.

8. The following order will normally be observed; however, it may be rearranged by the chairman for individual items if necessary for the expeditious conduct of the business:

- a. Pledge of Allegiance
- b. Roll Call
- c. Consideration of Absences
- d. Certification of Alternate Member voting status
- e. Approval of Minutes
- f. Annexations
- g. Ordinance amendments
- h. Comprehensive Plan amendments
- i. Re-zonings
- j. Conditional Uses
- k. Site Plans
- l. Other Business
- m. Board Comments

9. Procedures for discussion. The following procedure will normally be observed:

- a. Committee and staff presents report and makes recommendation
- b. The Board may ask questions regarding the committee or staff report.
- c. Proponents of the agenda item make presentation.
- d. Opponents make presentation.
- e. Applicant makes rebuttal of any point not previously covered.
- f. Board asks any questions it may have of the proponents, opponents, or staff and then take a vote.

10. Deadline for consideration of non-agenda items:

No non-agenda item shall be taken after 10:00 pm, except that the chairman may waive this rule at his discretion.

11. Designation of voting order: Voting to be by verbal vote; and the order of voting is to be rotated each vote, except that the chairman shall vote last.

12. Each member, including alternate, of the Planning Board who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Planning Board shall notify the Planning Department at City Hall at the earliest possible opportunity, and in any event, prior to 12:00 pm the date of the meeting. An explanation for the absence shall be provided. The Planning Director shall notify the chairman of the Board in the event that projected absences will produce the lack of a quorum. In case of absences, the alternate will be the first to fill absence. If a quorum is not met, then ex officio members will be contacted to fill absences. Upon their selection by the Chairman, alternate and ex officio members will have full voting privileges and count toward quorum requirements as long as the total sum of the resident appointees and participating alternate and ex officio members does not exceed seven (7).

13. The chairman shall be an ex-officio member of all committees, with voice but no vote.

14. In the event any office of the Board becomes vacant before the September meeting, a special election to fill the vacancy shall be held at the next meeting following the date the office became vacant, with the term of such office to end at the time of the September meeting.

15. Any decision or recommendation of the Planning Board may be rescinded or reconsidered at or during the same meeting the decision was taken or the recommendation was made. If, for good cause, the Board wishes thereafter to reconsider or rescind a measure, it may at any time recommends to the City Commission that it be given leave to reconsider as appropriate any earlier recommendation.

Adopted 9/28/2017