

PLANNING COMMISSION

RESOLUTION NO. 24-6152

**A RESOLUTION OF THE PLANNING COMMISSION OF THE
CITY OF WEST COVINA, CALIFORNIA, UPDATING THE
PLANNING COMMISSION STANDING MEETING RULES**

WHEREAS, both the Government Code of the State of California and the Municipal Code of the City of West Covina provide for the opportunity for the Planning Commission of the City of West Covina to establish rules of operation; and

WHEREAS, the Planning Commission previously established standing meeting rules by adopting Planning Commission Resolution No. 1572 on April 1, 1964; and

WHEREAS, the Planning Commission updated the standing meeting rules by adopting Planning Commission Resolution No. 02-95-4281 on February 28, 1995; and

WHEREAS, the Planning Commission wishes to update the standing meeting rules to more capably perform its duties, efficiently and effectively run a meeting, and render greater service to the citizens of West Covina.

NOW, THEREFORE, BE IT RESOLVED, the by the Planning Commission of the City of West Covina as follows:

1. The Planning Commission adopts the updated Planning Commission Standing Meeting Rules, attached hereto as Exhibit A and included by reference.
2. The updated Standing Meeting Rules shall supersede any previous rules of order adopted by the Planning Commission.
3. The secretary is instructed to provide a copy of the Planning Commission Standing Meeting Rules to all new Planning Commissioners.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 13th day of August 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATE: August 14, 2024

Shelby Williams, Chair
Planning Commission

Jo-Anne Burns, Secretary
Planning Commission

EXHIBIT A

PLANNING COMMISSION STANDING MEETING RULES ~~OF OPERATION~~

1. TIME AND LOCATION OF MEETINGS

There shall be two regular meetings of the Planning Commission during each calendar month and such meetings shall be held on the second and fourth Tuesdays thereof at the hour of 7:00 p.m., provided, however, that if the date of any such regular meeting falls on a holiday, said regular meeting shall be held on the next succeeding Wednesday. No public hearing shall be commenced by the Planning Commission after the hour of 11:00 p.m., except by vote of the Commission.

The regular meeting place of the Planning Commission shall be in the City Council Chambers in the City Hall located at 1444 West Garvey Avenue South.

Special meetings may be called by the Chairperson~~man~~ provided reasonable notice is given in compliance with the Brown Act. The Secretary shall provide such notice.

2. OFFICERS, ELECTION AND DUTIES

A. Officers

Officers of the Planning Commission shall include the Chairperson, Vice Chairperson, and Secretary.

B. Election

At the first regular meeting of the Planning Commission held in the month of May, the Commission shall elect the Commission's Chairperson and the Vice Chairperson. Such election shall be for a term of one year. The ~~Planning Director~~ Community Development Director, Deputy Community Development Director, or designee shall serve as Secretary to the Commission.

The election of officers shall be based on a rotation system. ~~Beginning in 2003, the initial order of succession for Chairperson and Vice Chairperson shall be determined on length of time since having last served as Chairperson. The first order of succession (beginning in 2003) shall be as follows: (1) Corey Warshaw, (2) Stuart York, (3) William Tarozzi, Jr., (4) Bill Roe, and (5) Sherri Lane. The~~ order of succession for Chairperson and Vice Chairperson shall be determined on

the length of time since having last served as Chairperson. The Commissioner who is listed first in the order of succession shall be elected as Chairperson, and the Commissioner who is listed second in the order of succession shall be elected as Vice-Chairperson.

In ensuing years, the outgoing Chairperson's name shall rotate to the bottom of the succession list, with all other names moving up one position. Newly appointed Commissioners shall assume a position at the bottom of the succession list regardless of the position held by the Commissioner whom they replaced.

When new Commissioners are appointed as result of new Councilmembers taking office following a municipal election, new Commissioners appointed by or before the date of the Commission's annual reorganization meeting shall assume a position on the succession list above that year's outgoing Chairperson. When more than one new Commissioner is appointed by newly-elected Councilmembers by or before the Commission's annual reorganization meeting, the placement in the order of succession shall be based on the number of votes received by the Councilmember making the appointment, with the Commissioner appointed by the Councilmember with the highest number of votes in the election receiving the highest placement in the order of succession and so on.

Any appointments of new Commissioners made by newly-elected Councilmembers following the date of the Commission's annual reorganization meeting shall assume a position below the previous year's outgoing Chairperson. When more than one appointment is made by newly-elected Councilmembers in this case, the placement in the order of succession shall be based on the date of the appointment regardless of the number of votes received by the newly-elected Councilmembers making the appointments.

The Planning Commission, by a minimum of four (4) votes, may modify the succession list, or remove and replace the Chairperson and/or Vice-Chairperson at any time.

Should a vacancy occur in any of the elected positions at any time different than the scheduled time for formal elections, the Planning Commission should immediately proceed to conduct such elections to fill such vacancies.

C. Duties

The Chairperson shall preserve strict order and ~~govern~~ enforce decorum at all meetings of the Planning Commission. The Chairperson shall state every question coming before the Commission, announce the decision of the Commission on all matters and decide all questions of order, subject to appeal of the Commission in which event a majority vote of the Commission present shall govern and conclusively determine such question of order. Once a motion is called for a vote, discussion is terminated. Voting on all resolutions shall be by

roll call vote and the Chairperson shall be entitled to vote on all questions. His/her/[their](#) name being called last. The Chairperson shall be permitted to either make or second motions of the Commission. The Chairperson shall preside at all regular meetings of the Commission and at other special meetings of the Commission when required.

The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson or at the request of the Chairperson. In the event of permanent absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson until such time that the Planning Commission shall elect a new Chairperson.

The Secretary shall assist the Chairperson in the preparation and distribution of an agenda for Planning Commission meetings, shall prepare and send out notices for regular and special meetings, shall provide for the preparation and distribution of Planning Commission agenda materials, and shall transmit reports, plans, and recommendations to the City Council.

3. AGENDA

All reports, communications, resolutions, documents, or other matters to be submitted to the Commission shall be delivered to the Secretary in advance of each Commission meeting prior to the final preparation of the Commission agenda for the subsequent meeting. The Secretary shall arrange a list of the matters to be brought before the Commission according to the order of business and furnish each member of the Commission with a copy of the agenda preceding the regular Commission meeting. No matter may be considered by the Planning Commission other than those matters [published](#) on the [noticed](#) agenda. The Commission may request an item be agendaized for a subsequent meeting.

[The Agenda, including all required notices thereof, shall comply with the requirements of the Ralph M. Brown Act, as codified in Chapter 9 of Part 1 of Division 2 of Title 5 of the Government Code, as may be amended from time to time by the State legislature.](#)

4. ROLL CALL

Before proceeding with the business of the Commission [at each meeting, and after each recess](#), the roll [call](#) of the members shall be ~~called~~ [conducted](#) and the names of those present or absent shall be entered in the minutes. [Should quorum be lacking, no business shall be conducted.](#)

5. ORDER OF BUSINESS

The business of the Commission shall be taken up for consideration and disposition in the following order:

- ~~a. Roll Call~~
- ~~b. Consent Calendar (and related public comment)~~
- ~~c. Public Hearings (continued hearings shall be heard prior to new public hearing items)~~
- ~~d. Non Hearing Items~~
- ~~e. Other Matters or Oral Communications~~
- ~~f. Commission Reports/Comments and Miscellaneous Items~~
- ~~g. Adjournment~~

- a. Call to Order
- b. Roll call
- c. Moment of silence/prayer
- d. The Pledge of Allegiance
- e. Oral communications (including disclosures of ex parte communications, conflicts of interest, and recusals)
- f. Consent calendar
 - a. Approval of minutes
 - b. Other Consent Items
- g. Public hearings (continued hearings shall be heard prior to new public hearing items)
- h. Non-hearing Discussion items (including study sessions)
- i. Commission reports/comments and miscellaneous items
- j. Community Development Director's report
- k. Report on City Council action
- l. Adjournment

6. MINUTES

At all Planning Commission meetings, there shall be minutes taken of all proceedings. Unless a reading of the minutes of a Commission meeting is requested by a member of the Commission, such minutes may be approved by unanimous consent without reading if the Secretary has previously furnished each member of the Commission with a copy thereof.

7. RULES OF DEBATE

~~A motion shall precede and open the matter for debate, discussion, and deliberation by the Planning Commission.~~ Debate upon all matters pending before the Planning Commission shall be under the direct supervision of the Chairperson and conducted in such a manner as to expedite the business of the Commission

and subject to the rules hereinafter provided. The following shall be the order provided for items being considered by the Planning Commission:

1. Staff presentation
 - Planning Commission questions for staff
2. Public hearing opened (Public Comments received if subject is a non-hearing item)
 - Applicant presentation & Commissioner questions for applicant
 - Speakers in Favor
 - Speakers Against
 - Applicant's Rebuttal
3. Public hearing closed
4. Planning Commission discussion/deliberation among Commissioners
5. A motion for a vote
6. Planning Commission roll call vote

Unless otherwise specified herein, the Commission will adhere to, and all questions of parliamentary procedure shall be resolved by, The Robert's Rules of Order (current edition) for meeting procedure. A quick reference guide to Robert's Rules of Order included as Attachment No. 1. The quick guide and a copy of this Planning Commission Standing Meeting Rules shall be provided to all new Planning Commissioners.

8. RECOGNITION BY THE CHAIRPERSON

Every Commission member desiring to speak shall address the Chairperson, and upon recognition by the Chairperson, shall confine discussion to the question under debate, avoiding all personalities and indecorous language.

9. INTERRUPTIONS

A member, once recognized, shall not be interrupted when speaking unless it ~~be~~ is to call a member to order, to call a vote, or as otherwise provided herein. If a member, while speaking, is called to order, the member shall cease speaking until the question of order ~~be~~ is determined and, if in order, member shall be permitted to proceed.

10. PRIVILEGE OF CLOSING DEBATE

The Commission member making the motion ~~moving the adoption of a Resolution~~ shall have the privilege of closing debate by calling for a vote on the

motion. Once the roll call vote has commenced, it shall continue without interruption until completed.

11. MOTION TO RECONSIDER

A motion to reconsider any action taken by the Commission may be made only immediately during the same session, or at an extension or continued meeting of the same session. Such motion must be made by ~~one~~ a member who voted on the prevailing side of the successful motion, but may be seconded by any member, and may be made at any time and have precedence over all other motions or while a member has the floor; it shall be debatable. ~~Nothing herein shall be construed to prevent any member of the Commission from making or remaking the same or any other motion at a subsequent meeting of the Commission.~~

12. REMARKS OF COMMISSIONER

A Commission member may request, through the Chairperson, the privilege of having verbatim copy of his/her statement on ~~ay~~ subject under consideration by the Commission entered in the minutes. If a majority of the Commission consents thereto, such a statement shall be entered in the minutes.

13. SYNOPSIS OF DEBATE AND WHEN ENTERED IN MINUTES

The Secretary may be directed by the Chairperson, with consent of the Commission, to enter in the minutes a synopsis of the discussion on any question coming regularly before the Commission.

~~**14. ROBERTS RULES OF ORDER**~~

~~Except as otherwise provided herein, all questions of parliamentary procedure shall be resolved according to Roberts Rules of Order.~~

14. ADDRESSING THE COMMISSION

Any person desiring to address the Commission on an agenda item may do so at the time the matter is considered on the agenda. Items not on the agenda may be addressed during the Oral Communications portion of the agenda.

15. MANNER OF ADDRESSING THE COMMISSION

Each person addressing the Commission shall step up to the ~~rostrum~~podium, and shall ~~give his/her name~~ address the Commission in an audible tone of voice for the record and ~~shall will be requested to write his/her name and address on the complete a~~ speaker sign-in sheet. All remarks shall be addressed to the Commission as a body and not to any individual member thereof. No person, other than the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without the permission of the Chairperson. The standard time limit for public comment shall be five (5) minutes per speaker. At the discretion of the Chairperson, with a consensus of the Commission, public testimony time limits and hearing procedures may be ~~established~~modified. No question shall be asked to a Commission member or staff member except through the Chairperson. ~~No testimony shall be accepted from the audience except as provided for above and the~~ The Chairperson shall be responsible for maintaining decorum.

16. HEARINGS AND FINDINGS

Planning Commission hearings need not be conducted according to statutory or technical rules relating to evidence and witnesses. ~~The Chairperson~~Chair shall close the public hearing prior to Commission's discussion and vote upon receiving all evidence.

On any matter for which Federal or State law or regulations, or the West Covina Municipal Code requires the preparation of written findings, the staff report and any resultant Resolution shall contain written findings. Any motion rejecting the proposed findings shall include a statement of alternative or modified findings.

18. DECORUM

While the Commission is in session, the members of the Commission must preserve order and decorum, and ~~any~~ member shall ~~neither~~, by conversation or otherwise delay or interrupt the proceedings or refuse to obey the orders of the Commission or its Chairperson, except as otherwise provided herein.

Commission members shall refrain from using their electronic devices while the Commission is in session.

19. ENFORCEMENT OF DECORUM

A member or members of the Police Department or other members of the City staff may be designated by the Commission to be Sergeant at Arms when, in the opinion of the Chairperson, the services of a Sergeant at Arms is necessary, and he~~,~~ she~~,~~ or they shall carry out all orders and instructions given by the

Chairperson for the purpose of maintaining order and decorum at the Commission meeting.

In the event of a planned or spontaneous disruption of a meeting, the following procedures will be used:

- a. The Chairperson shall advise the person(s) that unless the disruption ceases, they will be escorted from the Council Chambers by the Sergeant at Arms. If refusal of escort is made, ~~they~~ person(s) causing the disruption of the meeting may ~~will~~ be arrested.
- b. If disruption continues, the Chairperson may recess the meeting. (Commission members should recess to the Executive Session Chamber.)
- c. The Commission may ~~report back~~ return to the meeting following recess, and ~~recommence~~ resume the meeting upon ~~report of staff~~ roll call.
- d. If disruption starts again, the Chairperson shall warn of escort and possible arrest (Procedure “a”).
- e. Upon failure to cease disruption, after second warning, the Chairperson should request that the Sergeant at Arms escort the person(s) from the Council Chambers. If there is a refusal to be escorted, the Chairperson should request the Sergeant at Arms to arrest the person(s) in violation. Determination to call for assistance, if situation is warranted, will be made.

20. PERSONS AUTHORIZED TO BE WITHIN THE COUNCIL AREA

No person, except City officials and their representatives shall be permitted within the rail or bar at the front of the City Council Chamber without the express consent of the Commission.

21. SPECIAL COMMITTEES

All special committees shall be appointed by the Chairperson, subject to confirmation by a majority vote of the Commission members present.

22. PROTEST AGAINST COMMISSION ACTION

Any member of the Commission shall have the right to have his/her/[their](#) reasons for the dissent from, or protest against, any action of the Commission entered in the minutes.

ATTACHMENT NO. 1 - Robert's Rules of Order Quick Guide

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion 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.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

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. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 "Call for orders of the day."

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

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 want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **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 president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 rd s	√
Close Discussion	√			2/3 rd s	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√



Robert's Rules of Order Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by // (add or strike words or both)"	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote

'A member may make a motion to reconsider something that was already disposed: however, the reconsidered motion may not be subsequently reconsidered. A..motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day

<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>