

Floyd, Chris

From: DeSchaaf, Sheila
Sent: Thursday, March 13, 2014 7:33 AM
To: 310hilltopaz@npgcable.com; csjones@theriver.com; dan@goldenbearbuilders.com; Jeff Loyd; John Swenson; Lori Meyers (l.l.meyers@hotmail.com)
Cc: Garrett, LaRon; Wilbanks, Doni; Floyd, Chris; Wright, Tim
Subject: FW: Email to the Commission

Members of the Commission,

Please see the message below from Town Attorney, Tim Wright.

We will place this topic on next month's agenda for discussion.

If you have any questions or concerns prior to then, please contact me.

Sincerely,

Sheila DeSchaaf, AICP
Zoning Administrator
(928) 474-5242 x 354

From: Wright, Tim
Sent: Wednesday, March 12, 2014 3:22 PM
To: DeSchaaf, Sheila
Subject: Email to the Commission

Sheila – Will you forward this email to the Planning and Zoning Commission. Thanks.

Commission Members – During Monday's meeting, there was some question about the proper procedure for the handling of an item, specifically as it related to the making of a motion. I wanted to take a moment and quickly review several items.

- 1) An overriding thought - In my 10+ years of advising boards, commissions, committees, and the Town Council, I have always advised those who have asked my opinion that rules of procedure should not be used as weapons, but rather they should be a means of facilitating the body's purpose. Members should discuss items and feel free to disagree with each other on policy matters. But when a discussion deteriorates from a discussion of the item to a fight over the rules, rarely does anyone win and often the board, committee or commission discussing the matter looks inefficient or unprofessional in the public's perception.
- 2) The Commission has adopted procedural rules. The Commission Rules, in conjunction with Robert's Rules, should guide the Commission's meetings. See Commission Rules 3.2 and 9.4. (Because Robert's Rules are designed for large bodies that only meet periodically, they do not always work well for a 7 member commission who meets monthly) The Commission also reserves the right to suspend either of these sets of rules at any time by consensus. See Commission Rule 3.2.
- 3) Commission Rule 6.7(E) sets forth 'generally' the procedure for discussion of an item. The inclusion of the word 'generally' indicates a level of flexibility in the rule. Step 5 in the procedure is discussion of the item by the Commission. Step 6 is the request by the chair for a motion and action (i.e. vote). The Commission's rules contemplate discussion followed by a call for a motion. But there is nothing that would prevent the Commission from discussing an item after a

motion is made, but before the vote is taken as is customarily done under Robert Rules. In fact, Commission Rule 11.1 specifically contemplates such debate.

I believe each of you should have a copy of the Commission Rules in the Notebook Sheila provided to you. If you do not, please let us know and we will get you a copy. After speaking with the Chairman Loyd this afternoon, we will be putting an agenda item on the next agenda to discuss this and answer any questions from the Commission.

Tim Wright
Town Attorney
Payson, Arizona

twright@paysonaz.gov; 928-474-5242, ext 286, fax 928-474-8472

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