

PLANNING AND ZONING COMMISSION

PIMA COUNTY, ARIZONA

RULES AND REGULATIONS

ADOPTED BY:
THE PIMA COUNTY PLANNING AND ZONING COMMISSION
February 22, 1983
Amended June 28, 1983
Amended April 25, 1994

RULES AND REGULATIONS

PIMA COUNTY PLANNING AND ZONING COMMISSION

C O N T E N T S

SECTION

- A. Definitions
- B. Chairman
- C. Executive Secretary
- D. Voting
- E. Motions
- F. Reconsideration
- G. Public Hearings
- H. Decorum
- I. Participation by the Public
- J. Parliamentary Procedure
- K. Suspension of Rules
- L. Amendment of Rules

Revised February 22, 1983

Amended 6/28/83

Amended 4/25/94

This Commission is created by the legislature of the State of Arizona to direct the growth and physical development of Pima County along orderly and economic lines for the health, safety, and welfare of the general populace. These rules are adopted by the Pima County Planning and Zoning Commission pursuant to Section 11-804 A.R.S.

A. Definitions

1. Applicant:
An individual, or designated representative, requesting an action by the Commission.
2. Chairman:
The person presiding over the Commission.
3. Vice-Chairman:
A commissioner elected by the Commission to act in the absence of the chairman.
4. Commission:
The persons appointed commissioners acting as a unit.
5. Quorum:
A majority of the Commission. The minimum number able to officially act as the Commission.

B. Chairman

1. The chairman presides at meetings and hearings of the Commission.
2. In the absence of the chairman, the vice-chairman shall preside.
3. In the absence of the chairman and vice chairman, an acting chairman shall be selected by the Commission and shall preside.
4. The chairman shall have control of the Commission chamber.
5. The chairman shall preserve order, decide all points of order and procedure, subject to an appeal from the decision of the chairman. He shall vote on all matters except his own rulings.
6. Motions may be acted upon by voice vote, or at the request of any commissioner, by roll call. The chairman shall declare all votes.

7. The chairman and vice-chairman shall be selected by a majority of the quorum in June of each year, to hold office one year and until their successors are elected.

C. Executive Secretary

1. The Pima County Planning Official shall be the executive secretary of the Commission.

2. He shall send out and publish all required notices.

3. He shall prepare the Commission agenda and deliver it to the commissioners with such other memoranda, materials, and communications as the Commission directs.

4. He shall keep a record of the minutes of the meetings of the Commission, its rules and regulations, and its decisions. They shall be public record.

5. He shall transmit all the Commission's recommendations, decisions, findings, or reports, regardless of vote, to the Board of Supervisors.

D. Voting

1. A majority vote of the quorum shall constitute official action.

2. When a commissioner abstains from voting, his vote shall be counted as an affirmative vote in favor of the motion unless the abstention is based on a conflict of interest under the Conflict of Interest Statutes, A.R.S. § 38-501 et seq., then an abstention shall not be considered a vote and that commissioner shall not be considered in computing a quorum. (adopted 6/28/83.)

E. Motions

1. The chairman or any commissioner may initiate a motion.
2. A second to a motion is required.
3. Upon demand of any commissioner before a question is put, a questions shall be divided if it includes propositions so distinct that, one being taken away, a substantial portion remains.
4. Upon demand of any commissioner, each amendment shall be considered separately.
5. No dilatory motion shall be entertained by the chairman.

F. Reconsideration

1. When a motion has been carried or lost, any member who voted for the prevailing side may move, in the same meeting or the following meeting, for its reconsideration.
2. After a motion to reconsider has been acted upon, another motion may not be made without unanimous consent.

G. Public Hearings

1. The applicant shall speak first. Then persons in favor or opposed to the proposal may speak. The applicant may then rebut. Further statements may be made only if allowed by the Commission.

2. Any commissioner may question the applicant or any person speaking to bring out the relevant facts, circumstances, or conditions affecting the case, and may question the staff.
3. All supporting evidence for and against each case shall be presented to the Commission. The applicant shall be responsible for the presentation of all information supporting his case.
4. The Commission may close or continue the hearing by motion.
5. The Commission may take the case under advisement for later consideration or determination, or defer action whenever it concludes that additional evidence is needed or further study is required, or it may make its decision immediately.
6. The Commission shall transmit all of its recommendations, decisions, findings, or reports, regardless of vote, to the Board of Supervisors. A majority of the Commission shall constitute a quorum for transaction of business and a majority vote of the quorum shall be required for any official action.

H. Decorum

1. When a commissioner desires to speak or make a motion, he shall address himself to the chairman. Upon being recognized he may speak.
2. No commissioner shall interrupt another except for a point of order, parliamentary inquiry, request for information or an appeal from a decision of the chair.
3. No commissioner shall indulge in personalities, arraign motives of

commissioners, or use language tending to hold a commissioner up to contempt.

I. Participation by the Public

1. No person shall speak to the Commission until recognized by the chairman.
2. Orderly procedure requires that each person proceed from the audience without interruption and retire when his time is up; that all statements be addressed to the Commission; and that there be no argument or questioning between individuals.
3. Any person unable to observe common standards of propriety, decorum, or civilized conduct, or who makes offensive personal remarks, or who disrupts the proceedings of the Commission by boisterous acts, may be removed by direction of the chairman. That person may be barred from further audience before the Commission. Disruptive remarks and demonstrations from the audience shall not be permitted and the chairman may order offenders from the room.

J. Parliamentary Procedure

The current edition of Robert's Rules of Order shall be followed in all cases in which it is applicable, and not in conflict with superior rules. The order of preference in determining parliamentary procedure is:

- a. The Arizona Constitution
- b. Arizona Revised Statutes
- c. Pima County Ordinances
- d. Rule and regulations of the Commission

e. The current edition of Robert's Rules of Order

K. Suspension of Rules

No rule of the Commission may be suspended except by the vote of a majority of the quorum. A motion to suspend the rules shall be decided without debate. Inconsistent procedure, without object, implies suspension.

L. Amendment of Rules

No rule of the Commission may be amended except by vote of a majority of the quorum.