



VICE CHAIR MARVIN PEREZ
COMMISSIONER DAVID BERNAL
COMMISSIONER HECTOR A. PACHECO
COMMISSIONER YVONNE PEÑA
COMMISSIONER FRANCISCO SOLORIO

PLANNING & PRESERVATION COMMISSION
REGULAR MEETING NOTICE AND AGENDA
MONDAY, FEBRUARY 13, 2023 – 6:30 P.M.

CITY HALL COUNCIL CHAMBER
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340
TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361

SPECIAL NOTICE REGARDING COVID-19

NOTICE OF TELECONFERENCE: Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando's Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

PUBLIC PARTICIPATION OPTIONS

- 1. WATCH THE MEETING:** Live stream with audio and video, via YouTube Live, at:
<https://www.youtube.com/c/CityOfSanFernando>
Note: Comments submitted via YouTube will not be read into the record.
- 2. SUBMIT PUBLIC COMMENT IN PERSON:** Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Commission Secretary.
- 3. SUBMIT PUBLIC COMMENT VIA EMAIL:** Members of the public may submit comments by email to CommunityDevelopment@sfcity.org no later than **5:00 p.m. the day of the meeting**, to ensure distribution to the Planning and Preservation Commission prior to consideration of the agenda. Comments received via email will read into the record, limited to three minutes, and made part of the official public record of the meeting.
- 4. CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:** Members of the Public may **call-in between 6:30 p.m. and 6:45 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833
Meeting ID: 896 2370 9376
Passcode: 194996

When connecting to the Zoom meeting, you will be placed in a virtual “waiting area,” with your

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audio disabled, until it is your turn to speak and limited to three minutes. Note: This is audio only.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

Led by Commissioner Bernal

APPROVAL OF AGENDA

Majority vote of the Commission to proceed with Commission business.

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Public members attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

PUBLIC STATEMENTS – WRITTEN/ORAL

Members of the public may [provide comments in the City Council Chambers](#) during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

Members of the public may submit comments by email to CommunityDevelopment@sfcity.org no later than [5:00 p.m. the day of the meeting](#), to ensure distribution to the Planning and Preservation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Planning and Preservation Commission and read into the record.

Members of the public may provide a [live public comment by calling in between 6:30 p.m. and 6:45 p.m.](#) **CALL- IN INFORMATION:** Telephone Number: (669) 900-6833; Meeting ID: 896 2370 9376; Passcode: 194996

REORGANIZATION OF THE PLANNING AND PRESERVATION COMMISSION

Recommend that the Planning and Preservation Commission appoint a Chair and Vice Chair to preside over the Commission meetings through the 2023 calendar year.

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CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Planning and Preservation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

1. CONSIDERATION TO APPROVE PLANNING AND PRESERVATION COMMISSION MEETING MINUTES FOR:

- a. February 14, 2022 – Regular Meeting

ADMINISTRATIVE REPORTS

2. REVIEW OF ROSENBERG’S RULES OF ORDER

Recommend that the Planning and Preservation Commission:

- a. Review a video on Rosenberg’s Rules of Order prepared by the Institute of Local Government.

STAFF COMMUNICATION

GENERAL COMMISSION COMMENTS

ADJOURNMENT The meeting will adjourn to March 13, 2023 its next regular meeting.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Kenya Marquez, Administrative Assistant

Signed and Posted: **February 9, 2023 (10:55 a.m.)**

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City’s Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting at the Community Development Department Public Counter. Any public writings distributed by the Planning and Preservation Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Community Development Department Public Counter located at 117 Macneil Street, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City’s Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Community Development Department Office at (818) 898-1227 at least 48 hours prior to the meeting.



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AGENDA REPORT

To: Vice Chair Perez and Commissioners

From: Kanika Kith, Director of Community Development

Date: February 13, 2023

Subject: Planning and Preservation Commission Reorganization

RECOMMENDATION:

It is recommended that the Planning and Preservation Commission appoint a Chair and Vice Chair to preside over the Commission meetings through the 2023 calendar year.

DISCUSSION:

The Planning and Preservation Commission appoints two Commissioners to serve as Chair and Vice Chair annually. These appointments are effective immediately after the motions are approved. The newly appointed Chair and Vice Chair will preside over the Commission meetings through the 2023 calendar year.

ATTACHMENT:

- A. Planning and Preservation Commission Bylaws and Rules of Procedures

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**CITY OF SAN FERNANDO
PLANNING AND PRESERVATION COMMISSION**

BYLAWS AND RULES OF PROCEDURES
(Adopted June 8, 2020)

ORGANIZATION AND OFFICERS

A. Organization

The Planning and Preservation Commission (Commission) shall consist of five (5) members, each with full participation and voting rights.

B. Officers

1. Selection

- a. A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the January meeting to serve at the pleasure of the Commission. If no January meeting is held, the selection will occur at the next scheduled meeting of the Commission.
- b. The Vice-Chair shall succeed the Chair if he/she vacates his/her office before his/her term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.
- c. In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a chair shall be elected from the members present to preside.

2. Responsibilities

The responsibilities and powers of the members of the Commission shall be as follows:

a. Chair

- (1) Preside at all meetings of the Commission.
- (2) Call special meetings of the Commission in accordance with legal requirements and the rules of Procedure.
- (3) Sign documents of the Commission.

(4) See that all actions of the Commission are properly taken.

b. Vice-Chair

During the absence, disability or disqualification of the Chair the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities.

C. Duties and Powers

1. The Commission shall have the power to recommend to the City Council, after a public hearing, the adoption of or amendments to elements of a General Plan, or any part thereof, for the physical development of the City.
2. The Commission shall exercise such functions with respect to land subdivision, planning, and zoning as may be prescribed by ordinance.

D. Rules of Order

Except as otherwise provided in these Bylaws and Rules of Procedure (Rules of Procedure), “Rosenberg’s Rules of Order (Revised 2011)” as the same may be modified from time to time, shall be used as a guide to the conduct of the meetings of the Commission provided, however, that the failure of the Commission to conform to said rules of order shall not in any instance, be deemed to invalidate the action taken. In the event of any conflict or inconstancy between the procedures or protocols called for under the San Fernando Municipal Code, State law or federal law and the procedures or protocols called for under Rosenberg’s Rules of Order, the procedures and/or protocols of the former shall govern and control.

Each Commission member should do his/her part to treat each fellow Commission member with respect and to ensure that meetings proceed in an orderly and constructive manner.

MEETINGS

A. Public Meetings

All meetings shall be held in full compliance with the provision of State law, Ordinances of the City, and these Rules of Procedure.

B. Regular Meetings

1. All meetings shall be held on the 2nd Monday of the month at 6:30 p.m. in the Council Chambers of City Hall, except as otherwise permitted by law.

2. Whenever a regular meeting falls on a public holiday or regular Council meeting, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to the next business day, another day, or canceled by motion adopted by the Commission.

C. Adjourned Meetings

In the event it is the wish of the Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.

D. Special Meetings

Special meetings of the Commission may be held at any time upon the call of the Chair or by a majority of the voting members of the Commission or upon request of the City Council following at least 24 hours' notice to each member of the Commission. The time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions/Workshops

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
2. Such meetings shall be open to the public; but, unless the Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

F. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Community Development Director or his/her staff person.
2. There shall be attached to each agenda a report of matters pending action by the Commission.
3. A copy of the agenda shall be posted at City Hall and on the City's website for a period of three calendar days not counting the day of meeting or the day of posting.

G. Order of Meetings

1. **The Order of Business Shall Be as Follows:**

- a. The Chair shall take the chair precisely at the hours appointed for the meeting and shall immediately call the Commission to order.
- b. Members present and absent shall be recorded.
- c. The agenda shall be approved as submitted or revised.
- d. The minutes of any preceding meeting shall be submitted for approval.
- e. The public shall be advised of the procedures to be followed in the meeting.
- f. The Commission shall then hear and act upon those proposals scheduled for consideration or public hearing, together with such other matters of business and report as the Commission finds to require Commission consideration.
- g. Any member of the audience may comment on any matter which is not listed on the agenda.
- h. Adjournment.

2. **Presentation of Hearing of Proposals (Optional)**

The following shall be the order of procedure for public hearings:

- a. The Chair shall announce the subject of the public hearing, as advertised.
- b. If a request is made for continuance, a motion may be made and voted upon to continue the public hearing to a definite time and date.
- c. The staff shall be asked to present the substance of the application, staff report and recommendation, and to answer technical questions of the Commission.
- d. **Order of Testimony and Time Allotment.** The order of testimony and time allotment shall be as follows:
 - (1) Applicants/Proponents' statements (Maximum time allocation of 15 minutes)
 - (2) Opponents' statements (Maximum time allocation of 15 minutes)
 - (3) If necessary, a rebuttal from either side (Maximum time allocation of 5 minutes each for either side)
 - (4) Public hearing closed
 - (5) The Commission shall then deliberate and either determine the matter or continue the matter to another date and time certain.
- e. **Rules of Testimony.** The rules of testimony shall be as follows:
 - (1) Persons presenting testimony to the Commission are requested to give their name and address for the record.
 - (2) If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesman can be selected to speak for the entire group. The spokesman will thus have the opportunity of speaking for a reasonable length of time and presenting a complete case.
 - (3) To avoid unnecessary cumulative evidence, the Chair may limit the number of witnesses or the time of testimony on a particular issue.

A default time limit shall be 5 minutes per testimony, but that time limit can be extended at the discretion of the Chair.

- (4) Irrelevant and off-the-subject comments will be ruled out of order.
- (5) The Chair will not permit any complaints regarding the staff or individual commissioners during a public hearing. Complaints should be submitted in writing or presented verbally as a separate item on the agenda.
- (6) No person shall address the Commission without first securing the permission of the Chair to do so.
- (7) All comments shall be addressed to the Commission. All questions shall be placed through the Chair.

H. Motions

- 1. A motion to adjourn shall always be in order except during roll call.
- 2. The Chair, or other presiding officer, may make and second motions and debate from the chair subject only to such limitations of debate as are imposed on all members of the Commission.

I. Voting

1. Voting Requirements

- a. A quorum shall consist of a majority of the Commission membership.
- b. A majority vote of the Commission present is necessary for it to take action.
- c. When a member of the Commission abstains from voting on any matter before it because of a potential conflict of interest, or for any other reason, said vote shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered.

2. Voting Order

The Chair will ask for a motion, then a second, and then a roll call vote will be taken with the Chair voting last.

3. Recording of Votes

The minutes of the Commission's proceeding shall show the vote of each member, including if they were absent or failed to vote on a matter considered.

4. Disqualification from Voting

A member shall disqualify himself/herself from voting in accordance with the Government code §87100 et seq, Financial Conflicts of Interest and §1090 et seq, Financial Interest in Contracts. When a person disqualifies (recuse)

himself/herself, he/she shall state prior to the consideration of such matter by the Commission that he/she is disqualifying him/herself due to a possible conflict of interest and shall then leave the voting area. Any member who disqualifies himself/herself can still speak on a matter as a private citizen.

REVIEW AND AMENDMENTS PROCEDURE

- A. The Rules of Procedure shall be reviewed in January of each year by the Commission. The Commission, or review subcommittee, shall present their recommendation for amending, or not amending, these rules.
- B. In addition, these Rules of Procedure may be amended at any meeting of the Commission by a majority of the membership of the Commission provided that notice of the proposed amendment is received by each commissioner not less than 5 days prior to said meeting.

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**CITY OF SAN FERNANDO
PLANNING AND PRESERVATION COMMISSION**

**DRAFT MINUTES OF THE
FEBRUARY 14, 2022, MEETING
CITY HALL VIA ZOOM**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE AT: <http://ci.san-fernando.ca.us/commissions-boards/#planning-preservation>

CALL TO ORDER/ROLL CALL: Chair Fajardo called to order at 6:34 p.m.

PRESENT:

Commission: Chair Joel Fajardo, Vice-Chair Marvin Perez, Commissioners Hector Pacheco and Yvonne Peña

Staff: City Attorney Richard Padilla, Community Development Director Kanika Kith, Associate Planner Gerardo Marquez, and Community Development Technician Michelle De Santiago

ABSENT:

Commission: Commissioner David Bernal

PLEDGE OF ALLEGIANCE

Led by Vice-chair Marvin Perez

APPROVAL OF AGENDA

Chair Fajardo moved to approve the February 14, 2022 agenda. Seconded by Vice-Chair Perez, the motion carried with the following vote:

AYES:	J. Fajardo, M. Perez, H. Pacheco, and Y. Peña
NOES:	None
ABSENT:	D. Bernal
ABSTAIN:	None

PUBLIC STATEMENTS

None

REORGANIZATION OF THE PLANNING AND PRESERVATION COMMISSION

- **Calls for Nominations of Chairperson**

Chair Fajardo nominated himself for the Chair position seconded by Commissioner Pacheco.

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No other nominations, and the motion carried with the following vote:

AYES: J. Fajardo, H. Pacheco, M. Perez, and Y. Peña
NOES: None
ABSENT: D. Bernal
ABSTAIN: None

Chair Fajardo re-nominated Vice-Chair Perez for the Vice-Chair position seconded by Commissioner Pacheco.

No other nominations, and the motion carried with the following vote:

AYES: J. Fajardo, H. Pacheco, Y. Peña, and M. Perez
NOES: None
ABSENT: D. Bernal
ABSTAIN: None

CONSENT CALENDAR

None

PUBLIC HEARINGS

- Subject:** Zone Text Amendment 2022-001 (ZTA 2022-001) – Zone Text Amendment to establish regulations for Urban Lot Splits and Housing Development in Single-Family Residential (R-1) Zone for Implementation of Senate Bill 9 (SB9)

Recommendation: It is recommended that the Planning and Preservation Commission continue consideration of Zone Text Amendment 2022-001 to the regularly scheduled Planning and Preservation Commission of March 14, 2022 to allow staff to develop a permanent ordinance for long-term implementation of SB9.

Community Development Director Kanika Kith introduced the staff report and Associate Planner Gerardo Marquez.

Associate Planner Gerardo Marquez provided a power point presentation outlining the Zone Text Amendment (ZTA 2022-001) Implementation of Senate Bill 9 (SB9) along with recommendations for the Commission. Both Director of Community Development Kith and Associate Planner Marquez responded to Commissioner's questions.

Motion by Chair Fajardo, seconded by Commissioner Pacheco to:

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Continue the public hearing of Zone Text Amendment 2022-001, inclusive of the public comment portion, to the regular meeting of the Planning and Preservation committee on Monday, March 14, 2022 at 6:30PM.

The motion carried with the following vote:

AYES: J. Fajardo, H. Pacheco, Y. Peña, and M. Perez

NOES: None

ABSENT: D. Bernal

ABSTAIN: None

GENERAL COMMISSION COMMENTS

None

STAFF COMMUNICATIONS

Director of Community Development Kith announced that the Commission will be receiving a revised Housing Element Plan in March for consideration and recommendation to City Council; and mentioned a ballot initiative concerning Senate Bill 9.

ADJOURNMENT

Chair Fajardo Moved to adjourn. Second by Vice-Chair Perez.

8:19 p.m.

Planning Commission Secretary

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AGENDA REPORT

To: Vice Chair Perez and Commissioners

From: Kanika Kith, Director of Community Development

Date: February 13, 2023

Subject: Review of Rosenberg's Rules of Order

RECOMMENDATION:

It is recommended that the Planning and Preservation Commission review a video on Rosenberg's Rules of Order prepared by the Institute of Local Government.

BACKGROUND:

The City Council and all City Commissions have adopted and follow a simplified set of rules on parliamentary procedures known as Rosenberg's Rules of Order that are widely used throughout California.

ANALYSIS:

Rosenberg's Rules of Order were developed to provide a simple and consistent framework for conducting public meetings. The rules go over how the governing body and those in attendance should conduct themselves. It also provides clear steps on how items are discussed, debated, and how to make motions related to the item.

The video on Rosenberg's Rules of Order (<https://vimeo.com/25152753>) will be watched (approximately 51 minutes in duration) during the Planning and Preservation Commission meeting to provide an overview on how to implement the procedures properly. A copy of parliamentary meeting guidelines used by the City Council/Commissions is also attached for review (Attachment "A").

BUDGET IMPACT:

There is no budget impact related to the review and discussion of Rosenberg's Rules of Order.

CONCLUSION:

The Planning and Preservation Commission will review the video on Rosenberg's Rules of Order annually.

ATTACHMENT:

A. Parliamentary Meeting Process and Guidelines

PARLIAMENTARY MEETING PROCESS & GUIDELINES

CALL TO ORDER

- **Chair** calls meeting to order; announces body, date and time for the record
- **Chair** asks **Clerk** to call roll
 - **Clerk** calls roll; **Chair announces** result for the record*
- **Chair** leads Pledge of Allegiance (or asks someone else to)
- **Chair** announces each order of business as it arises and announces each item...

PRESENTATIONS:

- **Chair** announces the item; asks **Staff** for introduction
 - **Staff** introduces the item and presenter
- Presentation is made; generally no more than 5 minutes
- **Chair** asks **Members** if they have questions for the presenter; recognizes each Member
- **Chair** thanks the presenter. No action may be taken.

Repeat for each item

PUBLIC COMMENT PERIOD:

Members of public submit speaker slips to staff no later than the closure of public comment period;

Staff passes speaker slips to Chair

- **Chair** announces **open public comment period**
- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker**
- When there are no more speakers, **Chair** announces **closure of public comment period**

CONSENT CALENDAR:

- **Chair** announces the item; asks if any **Members** wish to **pull an item** for discussion
 - *Any item pulled is heard like a Business Item following approval of remaining Consent items.*
- A **motion is made** to adopt consent items as presented or the remaining items if any are pulled
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*
- *Any pulled items are heard in the same way as Business Items below.*

PUBLIC HEARINGS:

Same as Business Items below, except "Public Comment Period" is referred to as "**Public Hearing**."

- For **Appeal Hearings**, in between Staff's report and Member deliberation, the following occurs, moderated by the **Chair**:
 - **Chair**: Announces that the Public Hearing is now open and requests staffs presentation
 - **Project Applicant** is given extended speaking time (Chair's discretion; typically 10 minutes)
 - Appellant is given extended speaking time (equal to Applicant)
 - **Chair**: Announces **opening of public comments/testimony** for 3 minutes each

- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker**
- When there are no more speakers, **Chair** announces **closure of public comment period**
- Applicant is given rebuttal period (Chair's discretion; typically 5 minutes)
- Appellant is given rebuttal period (equal to Applicant)
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- **Chair** facilitates **Member deliberation**
- When discussion is complete, the **Chair** will ask for a **motion**
 - The mover may call on the Chair or other members to help clarify a motion
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*

ADMINISTRATIVE REPORT ITEMS:

- **Chair** announces the item; asks **Staff** for report
- **Staff presents report** materials or gives oral report;
 - **Staff** clearly identifies the **recommendation or requested action**
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** facilitates **Member deliberation**
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- When discussion is long or complex, the **Chair** keeps deliberation focused on staff's request
- When discussion is complete, a **motion is made**
 - The mover may call on the Chair or other members to help clarify a motion
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*

Repeat for each item

STAFF COMMUNICATION/UPDATES

- **Chair** announces the item
- **Staff** makes comments
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Chair** thanks the staff member. No action may be taken.

MEMBER COMMENTS/LIAISON UPDATES

- **Chair** announces the item
- **Chair** asks **Members** if they have comments or technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Members** may request a matter be scheduled for action on a future agenda
- **Chair** will assess whether there is consensus for the future item
- No other action may be taken.

ADJOURNMENT

- **Chair** notes that there is no further business
- **Chair** announces **adjournment**; announces time for the record

***Roll Call Notes**

Attendance/Roll Call, can be called in the order of choice: *Members in alpha order by last name, or by seniority, etc., then Vice-Chair, then Chair last.*

Chair announces results for the record in the form of "*Motion to (Approve/Deny/etc.) (Passes/Fails) (# Yes votes) to (# No votes), (Names) voting Yes and (Names) voting No.*"

****Etiquette Notes**

The Chair is the facilitator of discussion and meeting process; members wishing to speak turn on their microphone light and wait to be recognized by the Chair; the Chair ensures that each member has a chance to be heard. The Chair will call on Staff for additional input when needed.

The Chair will interrupt public speakers who have gone over their time limit, corral other members who get off-topic, and maintain audience order. The Chair generally speaks last, asks questions last, and votes last. The Chair rarely moves or seconds.

Generally, the Chair and Vice-Chair are addressed by members and staff as "Madam/Mister Chair/Vice-Chair" or "Chair/Vice-Chair X." Other members are "Commissioner X," or "Council/Committee/Board Member X." Staff are typically addressed as "Mr./Ms. X." The City Clerk is sometimes addressed as "Madam/Mister Clerk."