

**Planning Commission
City of Venice, Florida**

Rules of Procedure

1. A majority of members of the Commission shall constitute a quorum.
2. All questions shall be resolved by the vote of a majority of the members present; provided that a quorum is present. Proxy votes are not permitted.
3. Election of Officers shall be held annually by the end of March.
4. The regular meetings of the Commission shall be the first and third Tuesday of each month at 1:30 p.m., in the City Council Chambers at Venice City Hall. Special meetings may be called by the Chairman or two (2) members of the Commission with not less than five (5) days' notice, to all members as to time, place and agenda.
5. The Chairman shall preside at all meetings and shall have a vote on all matters coming before the Commission; in his absence the Vice Chairman shall preside.
6. Meetings shall be conducted in accordance with Robert's Rules of Order, Revised. If there is a conflict between Robert's Rules of Order, Revised, and these rules of procedure, these rules of procedure shall govern.
7. The Rules of Procedure may be amended by a majority vote of all the membership at any meeting following at least three (3) days' written notice of the proposed amendment to all members.
8. With the exception of motions to approve or deny a petition which must be done by roll call, all votes shall be voice votes (unless a roll call is requested by any member). All roll call votes will be recorded in the minutes of the meeting.
9. Notice of a meeting shall be sent to each member at least three (3) days prior to the meeting date. Such notices shall specify the date, place and time (local) where such meeting will be held. Planning and Zoning Department staff shall prepare an agenda packet in consultation with the Chairman, making same available to the newspapers and also sending a copy of same to each member of the Commission.
10. Petition files covering areas to be discussed at a public hearing shall be placed in the office of the City of Venice Planning and Zoning Department. All associated documentation shall

remain in the Petition files as part of the public record and shall be accessible by the public during business hours of City Hall.

11. The minutes of the Commission constitute the official public record of the resolutions, transactions, findings and determinations of the Commission. All proceedings of the Commission, including regular meetings, special meetings and public hearings are an integral and supplemental portion of the official minutes of the Commission. The official minutes will set forth in complete detail the following information:
 - a. A concise and accurate summary of actions taken at the meeting, but not verbatim comments from members or persons making presentations to the Commission. The name of the speaker and whether they spoke on, for or against the subject of consideration will be noted.
 - b. All motions, resolutions, points of order, rulings and appeals, together with the names of members proposing and seconding same and the voting thereon.
 - c. An identification of the petitions, communications, reports, and documents submitted in writing which by reference will become a part of the records of the Commission where practical and in compliance with public records retention law.
 - d. Such other and additional information as recommended by Robert's Rules of Order, Revised.
12. The Chairman with consultation from the City Attorney shall determine the procedure to be utilized for the presentation of all applications and petitions including, but not limited to, the order of the presentation and the time limits imposed upon all participants.
13. The following procedures shall apply to all quasi-judicial proceedings:
 - a. The quasi-judicial procedures contained in Section 2-53(b) of the City Code of Ordinances shall be utilized except time limits for presentations shall be determined pursuant to Section 12, herein.
 - b. The Commission shall base its decision upon competent substantial evidence contained within the record.
 - c. If the Commission denies a petition, written notice shall be given to the applicant citing the applicable portions of an ordinance, rule, statute, or other legal authority for the denial of the petition.

14. All written communications to be included in meeting agenda packets for the Planning Commission must be provided to the Planning and Zoning Department prior to (12:00 P.M.) on the Wednesday prior to each Tuesday Planning Commission meeting or equivalent timeframe for meetings not held on Tuesday. Individuals or entities providing written communications thereafter may email their comments directly to Planning Commissioners and staff will provide a copy of such written communications as a handout at the meeting. Additionally, individuals or entities will be advised to personally appear at the meeting to present their views and/or written communications.

15. Whenever the context in which words are used herein indicates that such is the intent, words in the singular number shall include the plural and vice versa and words in the masculine gender shall include the feminine and neutral genders and vice versa.

Duly presented and adopted this 1st day of November 2022.