



Department of Planning and Development

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PLAN COMMISSION MEETING

Via Video Conference
6:00 pm; Thursday July 7, 2022

The Plan Commission held a special session via video conference on Thursday, July 7, 2022. The meeting commenced at 6:05 p.m. and concluded at 7:12 p.m.

1. Roll Call

Present

Margaret Holly
Mark Harvey
Al Fleischer Jr.
Ellen Hartz
Victoria Gonzalez
Patricia McQueen

Absent

Charles Gascon

Staff Present

John Wagner, Acting Director of Planning and Development
John Mulligan, City Attorney

Call to Order – (6:05 pm.) Chairwoman Holly called the meeting to order.

2. Public Comments

There were no public comments for non-agenda items from the public

3. Old Business – None

4. New Business

- a. Discussion of Roberts Rules of Order

Chairwoman Holly presented a PowerPoint summary of the basics of Roberts Rules of Order.

Foundational concepts:

1. One thing at a time
2. One person at a time

3. Only one time per meeting
4. Enough of us have to be present to decide
5. Protected even if absent. There are no proxy votes if a member is absent.
6. Vote requirements are based on members' rights
7. Silence = consent
8. Everybody is equal
9. Rules can be adapted to any organization, so make sure that you look at the source for "rules"
10. When there are 12 or less people, motions to close or limit debate are not allowed.

Motions and our etiquette around them - Summary

1. No member can speak a second time until all who wish to speak have had the opportunity.
2. Motions are ranked. They are much like a ladder, with the first step, the MAIN MOTION, being the most important. There is the main motion, subsidiary motions and privileged motions. A vote must be taken on all motions except 'call for the orders of the day'.
3. 'Call for the order of the day' is a message that says we have strayed from the agenda and need to return to it. It is a demand and no vote is required.
4. 'Lay on the table' means to temporally set a motion aside because something of unexpected urgency has come up. It requires a majority vote.
5. 'Previous question' stops all debate. It requires a 2/3 vote.
6. 'Postpone indefinitely' kills a motion and stops debate. It requires a simple majority to pass.
7. 'Withdrawal of motion' requires a majority vote.
8. 'Amend' is a separate motion and needs a majority vote.
9. After a motion is on the floor, participation of non-members in the debate is controlled by the chair. The chair has the discretion to restrict the comments to the three minutes that are allowed for public comments or whatever amount of time is deemed necessary in order for the commission to become fully informed. Mr. Hales remarked that it is very important that we get this right when a vote on a motion is taken. We need to be sure that we get all the pertinent information. It is essential that we allow applicants to clarify all aspects of their application without being redundant or dominating the debate.
10. Mr. Mulligan commented that Roberts Rules of Order do not necessarily cover everything. A commission can develop its own order and procedures. For instance, Roberts rules of order does not say anything about public hearings. We have the authority to decide what flexibility and rules we want in order to do our work and get all the relevant facts. We want to be fair to the applicant and to the city in order to make good recommendations to the city Council. Our rules should reflect this mission. The plan commission chair runs the meeting and uses of the rules that the commission has agreed upon.

PLAN COMMISSION ORDER OF CONSIDERING AN AGENDA ITEM: it was the consensus that this is the usual sequence of actions that is followed when considering an agenda item.

1. The chair introduces the item.
2. The chair asks for a report from the staff.
3. The chair asks for a presentation from the applicant.
4. If there is a public hearing, the chair recognizes members of the public to each speak for three minutes.
5. The chair asks if commissioners have questions for the staff or for the applicant. A discussion can occur.
6. The chair asks the applicant if there is any more information that they would like to provide to the commission.
7. The chair asks if there is a motion.
8. If a motion is made, the commission debates the motion. The chair has the authority to ask the applicant to provide any additional information that the commissioners deem necessary.
9. The chair calls for a vote.

5. Adjournment

Chairwoman Holly adjourned the meeting at 7:12 pm.