

City of Pismo Beach
Planning Commission
BYLAWS



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TABLE OF CONTENTS

ARTICLE I – NAME AND AUTHORITY	3
Section 1. Name	3
Section 2. Authority	3
ARTICLE II – PURPOSE	3
ARTICLE III – DUTIES AND RESPONSIBILITIES	3
ARTICLE IV – MEMBERSHIP	4
Section 1. Membership	4
Section 2. Qualifications and Appointment	4
Section 3. Absences	4
Section 4. Termination or Suspension	4
Section 5. Resignation	5
Section 6. Public Cooperation	5
ARTICLE V – TERM OF OFFICE	5
Section 1. Term	5
Section 2. Membership Year	5
Section 3. Dual Service	5
ARTICLE VI – OFFICERS AND ELECTIONS	6
Section 1. Officers	6
Section 2. Annual Election of Officers	6
Section 3. Term of Office	6
Section 4. Nominations & Voting	6
Section 5. Vacancy of an Office	7
Section 6. Removal of Elected Officers	7
Section 7. Duties of the Chair	7
Section 8. Duties of the Vice-Chair	7
Section 9. Duties of the Acting Chair	7
Section 10. Duties of the Secretary	8
ARTICLE VII – STAFF SUPPORT	8
Section 1. Staff Duties	8
Section 2. Staff Relationship to the Planning Commission	8
ARTICLE VIII – MEETINGS	9
Section 1. Time and Location of Meetings	9
Section 2. Cancellation	9
Section 3. Special Meetings	9
ARTICLE IX – CONDUCT OF MEETINGS	9
Section 1. Compliance with the Brown Act and Council Policies	9
Section 2. General Conduct of Meetings	10
Section 3. How Items Are Placed on the Agenda	10
Section 4. Quorum	10
Section 5. Absence of a Quorum	10
Section 6. Agenda	11
Section 7. Order of Business	11
Section 8. Seating Arrangement	11

ARTICLE X – MOTIONS	11
Section 1. Call for Motion.....	11
Section 2. Seconding a Motion	11
Section 3. Lack of a Second	11
Section 4. Discussion/Debate	11
Section 5. Time Limits on Discussion/Debate	11
Section 6. Amending a Motion	11
Section 7. Withdrawing a Motion	12
Section 8. Motion to Table	12
ARTICLE XI – VOTING	12
Section 1. Recusal (Disqualification due to Conflict of Interest)	12
Section 2. Abstention (Voluntarily Declining to Vote)	13
Section 3. Roll Call Vote	13
Section 4. Voice Vote	13
Section 5. Sealed Ballot Votes	14
Section 6. Passage of Motion	14
Section 7. Tie Votes	14
Section 8. Failure to Approve	14
Section 9. Results of Voting.....	14
ARTICLE XII – REPORTS	14
Section 1. Agenda Reports to Planning Commission.....	14
Section 2. Committee Reports	15
Section 3. Rendering of Recommendations to Council	15
ARTICLE XIII – RECORD KEEPING	15
Section 1. Maintenance of Records	15
Section 2. Minutes	15
Section 3. Audio and Video Recording of Meetings	16
ARTICLE XIV – COMMITTEES	16
Section 1. Ad Hoc Committees	16
Section 2. Standing Committees.....	16
Section 3. Committee Meetings	16
ARTICLE XV – AMENDMENTS	17
ARTICLE XVI – ADOPTION OF BYLAWS	17

City of Pismo Beach

**Planning Commission
BYLAWS**

ARTICLE I – NAME AND AUTHORITY

Section 1. Name

The Name of this organization shall be the Planning Commission of the City of Pismo Beach, California; hereinafter referred to as the Planning Commission.

Section 2. Authority

The Planning Commission is established under the authority of the City Council of the City of Pismo Beach to aid in the conduct of the business of the City within the policy direction of the Council. The body's membership, constitution, duties, and other aspects may be amended, or the body dissolved, by majority action of the Council at any time.

The Planning Commission is established by City Council ordinance and these Bylaws have been, and will be, periodically updated in accordance with policy direction of the Council with respect to the body.

ARTICLE II – PURPOSE

The Planning Commission is a body of citizens created to advise the City's Community Development Department and the Council.

ARTICLE III – DUTIES AND RESPONSIBILITIES

The Planning Commission shall have the ability, as vested by the City Council, and be required:

- A. To prepare, periodically review, and revise, as necessary, the General Plan.
- B. To implement the General Plan through actions including, but not limited to, the administration of Specific Plans and Zoning and Subdivision Ordinances.
- C. To annually review the City's Capital Improvement Program for consistency with the General Plan.
- D. To endeavor to promote public interest in, comment on, and understanding of the General Plan, and regulations relating to it.
- E. To advise public officials and agencies, public utility companies, civic, educational, professional and other organizations, and citizens generally concerning implementation of the General Plan.
- F. To promote the coordination of local plans and programs with the plans and programs of other public agencies.
- G. Perform other functions as the Council directs, including conducting studies and preparing plans other than those required.

ARTICLE IV – MEMBERSHIP

Section 1. Membership

The Planning Commission shall consist of five (5) persons, or such other number of persons as directed by the City Council, hereinafter referred to as Members.

Section 2. Qualifications and Appointment

Members of the Planning Commission shall be appointed by a majority of the City Council. No Member shall be an employee or other official of the City of Pismo Beach. Applicant must be at least 18 years of age at time of appointment.

Each Member of the Planning Commission shall be a registered voter of the City of Pismo Beach at the time of appointment and during the entire term of service.

By applying for appointment to the Planning Commission, Members pledge to meet the minimum attendance requirement.

Section 3. Absences

Members shall make a good faith attempt to notify the Chair and Secretary in advance of an anticipated absence from any meeting.

Each Member is allowed no more than 4 absences from regular meetings per calendar year.

Should a Member exceed these allowed absences by one absence, staff shall notify the City Clerk, who shall notify the City Council by email or memorandum.

Should a Member exceed these allowed absences by two or more absences, staff shall notify the City Clerk, who shall notify the City Council by email or memorandum. The Mayor shall then meet with the Member to discuss whether the Member is able to continue to serve.

If, in the opinion of the Mayor the Member's excessive absences warrant consideration of action by the entire Council, the Mayor shall direct the City Clerk to schedule an agenda item allowing the City Council to consider in open session the continued service of the Member. In the alternative, the Council, in open session, may grant a Member a defined leave of absence without regard to this Section's attendance requirements.

Section 4. Termination or Suspension

In addition to provisions for termination due to excessive absences as described above, the City Council may terminate or suspend any Member of the **Planning Commission** prior to the expiration of the Member's term of office, with or without cause, provided the action is properly agendized and conducted in open session in accordance with the Brown Act, and the termination or suspension is approved by majority vote.

Termination shall mean that the Member's seat is deemed to be completely vacated. Suspension shall mean that a Member is not permitted to attend meetings as a member of the body for the duration of the suspension, but it shall not relieve the Member of any other duty or regulation normally applicable to the Member, such as conflict of interest prohibitions.

Section 5. Resignation

Any Member wishing to resign their membership with the Planning Commission prior to the scheduled end of their term shall do so by delivering written notice to the City Clerk. If the notice of resignation does not set forth a resignation date, the resignation will be deemed effective as of the date the notice is received by the City Clerk or City Clerk's designee.

Section 6. Public Cooperation

The Planning Commission, and committees thereof, may work with member(s) of the public in pursuit of the Planning Commission's purpose and duties, however no member of the public shall be officially recognized as an ex-officio member or at-large member, or otherwise engaged in any way so as to render the member of the public subject to the provisions of the Brown Act, unless directed by the Council.

ARTICLE V – TERM OF OFFICE

Section 1. Term

The term of office for each appointee to the Planning Commission shall be two (2) years. Terms are staggered to encourage a mix of policy continuity and history while allowing time for new Members, with new and different points of view, to be integrated into the activities of the Planning Commission.

New and re-appointed Members commence their terms on March 1st annually; mid-term appointments to fill unanticipated vacancies begin the day the appointment is made by the Council and expire at the term's scheduled end date unless otherwise directed by a majority of the City Council. Members are eligible for reappointment. No term limits apply to the Planning Commission.

The City Clerk or designee will administer an Oath of Office to new and re-appointed Members prior to or at the commencement of the Member's first meeting. At the discretion of staff, the Oath of Office may be scheduled as a ceremonial item during open session.

Section 2. Membership Year

A membership year shall commence on March 1st and end on the last day of February the following year. Unless otherwise directed by the Council, each full appointment spans two consecutive membership years.

Section 3. Dual Service

As a general policy, an applicant shall not be appointed to serve on more than one City Advisory Body at any time, except that a Member may serve concurrently on one legislative (Brown Act) body and one non-legislative body (e.g. Special Events Committee or Traffic Safety Committee) concurrently.

Any sitting legislative Advisory Body Member who makes an application for service on another legislative Advisory Body warrants by their application that they will resign from their current seat immediately upon being appointed to another. Should the Member fail to resign in

accordance with this paragraph, the prior seat shall be deemed vacated immediately upon the Member's taking the Oath of Office for the new seat.

ARTICLE VI – OFFICERS AND ELECTIONS

Section 1. Officers

Elected officers of the Planning Commission shall consist of one Chair and one Vice-Chair.

Appointed officers shall consist of a Secretary, which duties shall be performed by a staff member appointed by the Community Development Director or designee.

Section 2. Annual Election of Officers

At the commencement of the first Planning Commission meeting held on or after March 1 of every year, there shall be elected from among the membership of the Planning Commission one Chair and one Vice-Chair. A majority of the Planning Commission may determine to postpone the formal election of officers until a subsequent meeting if deemed necessary or desirable.

In the event a vacancy exists in the office of Chair at the commencement of new terms, the Vice-Chair shall serve as Acting Chair until officers have been elected.

In the event a vacancy exists in both offices of Chair and Vice-Chair at the commencement of new terms, present members shall elect an Acting Chair to serve until officers have been elected.

Section 3. Term of Office

A full term of office for the Chair and Vice-Chair shall be for a period of approximately one (1) year, service to end upon election of new officers, removal from office, or termination of membership.

Section 4. Nominations & Voting

The Chair or Acting Chair will open the floor to nominations for the office of Chair. Any Member may nominate any one other Member for the office; the nomination must be seconded.

Upon seconding of the nomination, the Member who has been nominated shall be given the opportunity to decline the nomination. If the Member does not decline, their nomination stands.

The Chair or Acting Chair shall then invite the Meeting Clerk to take a roll call vote upon the nomination. If the nomination passes by at least a simple majority, the nominee is thereby elected to fill the office of Chair, effective upon the next order of business. If the nomination does not pass by majority vote, another nomination shall be made, and another vote taken, as above, until a Chair is elected.

The same procedure is then repeated for the election of Vice-Chair.

Section 5. Vacancy of an Office

Should a mid-term vacancy occur, for any reason, in the office of Chair or Vice-Chair, a special election shall be held to fill the vacant office from among the remaining membership at the commencement of the next meeting. The elected Member shall serve until the next annual election.

In any event of vacancy, absence, or incapacity of the Chair, the Vice-Chair shall serve as Acting Chair until the Chair resumes office or a new Chair is elected.

In any event of vacancy, absence, or incapacity of the Chair and Vice-Chair, present members shall elect an Acting Chair to serve until the Chair and/or Vice-Chair resume office or until a new Chair and Vice-Chair are elected.

Section 6. Removal of Elected Officers

The Chair or Vice-Chair may be removed from office by a majority vote of the Planning Commission.

If an officer is removed in absentia, the Planning Commission Secretary shall deliver written notice to the Member of their removal as soon thereafter as feasible.

Any officer removed ceases to hold the office once the vote has been tallied and announced. If the Chair is removed, the Vice-Chair shall become the Acting Chair until such time that a special election can be held in accordance with Section 5. above.

Section 7. Duties of the Chair

The Chair shall preside at all meetings. Points of order and meeting conduct shall be settled by the Chair, unless overruled by a majority vote of the Planning Commission, in compliance with the Brown Act, these Bylaws, and the City's Advisory Body Handbook. Points of order not addressed by the foregoing will be decided in accordance with the most current version of Robert's Rules of Order to the extent practicable. Failure to strictly comply with Robert's Rules of Order shall not invalidate any action taken. Staff will assist the Chair with this compliance where appropriate.

The Chair acts as primary contact for staff for certain matters not requiring action by a majority of the body, and shall represent the Planning Commission before City Council whenever deemed necessary or desirable by the Planning Commission or Council.

Section 8. Duties of the Vice-Chair

The Vice-Chair shall assume all duties of the Chair in the event of vacancy, absence, incapacity of the Chair.

Section 9. Duties of the Acting Chair

The Acting Chair shall assume all duties of the Chair in the event of vacancy, absence, incapacity of the Chair and Vice-Chair.

Section 10. Duties of the Secretary

The duties of the Secretary, whose responsibilities are defined further herein, include legislative recordkeeping, helping to assure Brown Act compliance in cooperation with the City Clerk and City Attorney, preparation of meeting minutes, and may be inclusive of Meeting Clerk duties.

The staff member appointed to record minutes of any given meeting of the Planning Commission shall be referred to herein as the "Meeting Clerk."

ARTICLE VII – STAFF SUPPORT

Section 1. Staff Duties

The City Manager shall designate appropriate staff to act as staff liaisons to assist and support the Planning Commission in the fulfillment of its duties and responsibilities.

Staff shall be responsible for creation and/or provision of such reports, studies, and technical recommendations as are necessary to assist the Planning Commission in the conduct of its business, shall publish meeting agendas and shall sign, post, publish, and circulate any required public notices associated therewith. Staff shall attend all regular and special Planning Commission meetings, assist the Chair with administration of the meeting, and record the minutes of the meetings.

Staff shall work closely with the Chair or other individual Members between meetings as needed to advance matters not requiring action of the entire body, and may represent the Planning Commission at other meetings, presentations, and other public functions as requested.

Staff shall be responsible for the maintenance of proper records and files pertaining to Planning Commission business in accordance with Article XIII. Staff shall receive and enter into the record all public comment, petitions, or other documents presented to the Planning Commission in support of, or in opposition to, any question before the Planning Commission, and make the records available to the public upon request except where exempt by law.

The Secretary of the Planning Commission shall act as a designee of the City Clerk with respect to attestation of all documents evidencing legislative actions of the Planning Commission, and shall carefully curate the same. The Secretary shall be responsible for working with the City Clerk or, as needed, the City Attorney to assure administration of the Planning Commission's business in accordance with the Brown Act. Any staff so designed by the City Clerk must take the Oath in order to attest to any such documents.

Section 2. Staff Relationship to the Planning Commission

Staff support and assistance is provided to the Planning Commission in pursuit of the achievement of Council Goals and completion of other approved work plan items. Staff members work closely with advisory bodies, however advisory bodies do not exercise supervisory authority, are not employees, and are outside staff chains of command. Staff members remain responsible to their immediate supervisors and ultimately to the City Manager and Council, while Planning Commission Members are responsible directly to the City Council.

In order that Members may be fully prepared to engage in productive discussion and take action when in open session, individual Members are encouraged to maintain a rapport with staff

outside of meetings and ask clarifying questions regarding report materials and general matters within the body's purview prior to meetings.

However, individual Members shall not make separate work product requests of staff without discussion and approval of the Planning Commission in open session, and shall not request that staff undertake work outside Council's policy direction for the body.

ARTICLE VIII – MEETINGS

Section 1. Time and Location of Meetings

By adoption of these Bylaws as policy, the City Council has thereby set the regular meeting schedule for the Planning Commission as follows:

The second and fourth Tuesdays of every month, at 6:00 p.m.

Unless otherwise noticed, the Planning Commission shall generally be expected to hold its meetings in the City Council Chamber, Pismo Beach City Hall.

If the scheduled date for a regular meeting falls on a holiday, the meeting shall be held as soon thereafter as possible, or canceled as described below.

Section 2. Cancellation

A meeting may be canceled if the agenda lacks business of immediate concern, unless a public hearing has previously been noticed for the meeting date.

Meetings of the Planning Commission may be cancelled by a majority of the Planning Commission, by staff in consultation with the Chair, or by staff with notification to the Chair, when there is no business of immediate concern to agendize. Staff shall make a good-faith attempt to gain majority consensus where feasible before cancelling a meeting, and shall at a minimum issue notification to all members immediately upon determining to cancel a meeting.

Section 3. Special Meetings

Special Meetings of the Planning Commission may be called by a majority of the Planning Commission, by the Chair of the Planning Commission, by staff in consultation with the Chair, or by staff with notification to the Chair when advance consultation is infeasible. Staff and/or the Chair shall make a good-faith attempt to gain majority consensus where feasible before calling a Special Meeting, and shall at a minimum issue notification to all members immediately upon determining to call a Special Meeting.

There shall be no limit to the number of Special Meetings that may be called in a given year.

ARTICLE IX – CONDUCT OF MEETINGS

Section 1. Compliance with the Brown Act and Council Policies

All regular, special, and adjourned meetings of the Planning Commission shall be open meetings to which all members of the public shall be admitted without restriction or qualification. In all respects, the conduct of the Planning Commission, its meetings, and its Members, shall

comport with the Brown Act, California Government Code Sections 54950—54963. Meetings will be held at locations accessible to persons with disabilities, and reasonable accommodations shall be made to the greatest extent possible.

Section 2. General Conduct of Meetings

Points of order and meeting conduct shall be settled by the Chair, unless overruled by a majority vote of the Planning Commission, in compliance with the Brown Act, these Bylaws, and the City's Advisory Body Handbook. Points of order not addressed by the foregoing will be decided in accordance with the most current version of Robert's Rules of Order where practicable. Failure to strictly comply with Robert's Rules of Order shall not invalidate any action taken. Staff will assist the Chair with this compliance where appropriate. Unresolved issues shall be referred to staff and continued to a future meeting.

Section 3. How Items Are Placed on the Agenda

Working within the framework of City Goals, budget, and other policy direction set by the City Council, staff will identify the need for and schedule the majority of Planning Commission agenda items.

Future agenda items may be requested by a Member of the Planning Commission in open session. Such items shall be agendaized by staff if approved by a majority of the Planning Commission. In the event a future agenda item is requested by a member of the public in open session, the Planning Commission shall not be obligated to deliberate on the agenda item request, however any Member may assent to requesting that the Planning Commission consider agendaizing the item, in the manner described in this paragraph.

Occasional agenda item requests from a member of the public received outside of a noticed meeting, or other atypical agenda items, may be considered by staff, in consultation with the Chair, for suitability for being agendaized when consulting with a majority of the Planning Commission is infeasible due to time constraints. Issues may also be referred to the Planning Commission by the City Council and staff shall agendaize them in a timely fashion.

Section 4. Quorum

A quorum of the Planning Commission shall consist of a majority (more than half) of the total number of Planning Commission seats, whether or not vacancies exist.

Section 5. Absence of a Quorum

In the absence of a quorum at any meeting, any business scheduled to be heard shall be continued to the next regular meeting date by the Chair, Vice-Chair, or staff if not officers are present. A meeting may be declared cancelled for lack of a quorum after a 15-minute period has elapsed from the scheduled time of the start of the meeting.

A meeting may also be declared cancelled in advance, if absence notifications received by staff indicate the lack of a quorum, unless a public hearing has been noticed for the meeting date, in which case staff shall appear at the noticed meeting time and place to inform any attendees as to the cancellation of the meeting. In any of these events, a Notice of Adjournment shall be posted and the unheard business re-agendaized for the subsequent meeting.

Section 6. Agenda

Staff shall set and publish the meeting agenda and its format shall conform to the template set by staff.

Section 7. Order of Business

The Chair or a majority vote of the Planning Commission may change the order of business.

Section 8. Seating Arrangement

The Chair shall be seated in at the center of the dais; the Vice-Chair shall be seated to the Chair's right, from the perspective of those seated upon the dais.

ARTICLE X – MOTIONS

Section 1. Call for Motion

Upon conclusion of discussion and following acceptance of public input, any Member may place a motion on the floor. The motion shall contain the proposed action in sufficient detail so as to be understood by the audience and staff. If no motion is immediately forthcoming, the Chair may call for a motion to be made.

Section 2. Seconding a Motion

The Chair shall receive all motions and shall call for a second to each motion. The Chair may second a motion.

Section 3. Lack of a Second

If, after a reasonable time, no second has been made, the motion shall be declared dead for lack of a second, and the Chair shall so state. Any motion dying for lack of a second shall not be included in the meeting minutes.

Section 4. Discussion/Debate

After a motion has been made and seconded, the Chair shall call for a discussion of the question. All discussion shall be limited to the motion on the floor. At the close of the discussion, the Chair shall put the matter to a vote by causing either a roll call vote or voice vote to be conducted, in accordance with Article XI Section 3 and Section 4.

Section 5. Time Limits on Discussion/Debate

The Chair reserves the discretion to limit the duration of debate on any motion, but shall ensure that each Member has the opportunity to speak.

Section 6. Amending a Motion

A motion to amend may be made by any Member to revise a motion on the floor, but it cannot be a freestanding motion on its own, nor can it substitute for a main motion. The motion to amend must be voted upon, unless the maker and the seconder accept it as a friendly amendment, and, if so accepted, it then becomes part of the main motion.

Section 7. Withdrawing a Motion

Any motion may be withdrawn by the maker at any time prior to being voted upon. Such a withdrawn motion shall not be included in the meeting minutes. If the motion has been seconded, the Chair shall invite the seconder to make the motion anew.

Section 8. Motion to Table

A motion to table may be made to suspend consideration of an item that appears on a meeting agenda for reasons of urgency or to end an unproductive discussion. A motion to table is not in order when another Member has the floor. A motion to table requires a second, is not debatable, is not amendable, requires a majority vote for passage, and, if adopted, cannot be reconsidered at the meeting at which it is adopted.

Members will refrain from using a motion to table as a means of capriciously limiting debate among Members, or to suppress a minority of the Planning Commission. Motions to table shall only be made after the opportunity has been given for public input on the item.

ARTICLE XI – VOTING

Section 1. Recusal (Disqualification due to Conflict of Interest)

In accordance with the City of Pismo Beach's Conflict of Interest Code, Planning Commission Members shall disqualify themselves from making, participating in the making of, or in any way using their official position to influence, a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect, that is distinguishable from its effect on the public generally, upon the Member and certain immediate family members.

In accordance with California Code of Regulations Sections 18707(a)(1)(A) and (B): Any Member with such a disqualifying financial interest relating to a particular agenda item shall openly announce the nature of the conflict following the Chair's announcement of the item, but before discussion has begun. In announcing the nature of the conflict, the Member shall adhere to the following:

- If the conflict arises from an investment, the Member shall announce the name of the business entity in which each investment is held;
- If the conflict arises from a business position, the Member shall give a general description of the business activity in which the business entity is engaged as well as the name of the business entity;
- If the conflict arises from real property, the Member shall announce the address or another indication of the location of the property, unless the property is the public official's principal or personal residence, in which case, the Member shall announce that the property is a residence;
- If the conflict arises from income or gifts, the Member shall identify the source; and
- If the conflict arises from personal financial effect, the Member shall identify of the expense, liability, asset, or income affected.

The Member shall then vacate their seat until the matter in question has been resolved. The stated reason for the Member's recusal shall be noted in the meeting minutes. The Member

shall also follow the procedures set forth above for other potential perceived conflicts of interest that may constitute common-law conflicts of interest.

Pursuant to Government Code Section 87105(a)(4), a Member of the Planning Commission who is recused from discussion due to conflict of interest may choose to listen from the audience with the general public, and may address the Planning Commission regarding the Member's personal interests in the matter during the time that the general public speaks on the issue, if the Member has complied with all of the above.

Except as may be required by applicable law, a Member who is recused due to conflict of interest may not be called upon to break a tie or form a quorum.

Section 2. Abstention (Voluntarily Declining to Vote)

Members are strongly encouraged to vote upon all matters before the body except in cases of conflict of interest. The maker and seconder of any motion are encouraged to avoid abstaining when called upon for their vote.

Members may routinely abstain from voting upon the adoption of minutes from a prior meeting at which the Member was not in attendance, or upon their own nomination to the office of Chair or Vice-Chair. However, capricious or excessive abstention shall be avoided and may be cause for removal from the Planning Commission.

Section 3. Roll Call Vote

Voting upon motions shall be conducted in the form of a roll call vote, unless the Chair determines to conduct a voice vote as provided in Section 4. When a motion has been made and seconded and no matters remain under discussion, the Chair shall call upon the Meeting Clerk to conduct a vote, and the Meeting Clerk shall upon each Member by name one at a time in the following order: Non-officer Members in alphabetical order by last name, then Vice-Chair, then Chair.

Each Member shall clearly state "Aye," "Yes," or "Yea" in the affirmative; "No," or "Nay" in the negative; or "Abstain." The Meeting Clerk shall then announce the outcome of the vote in compliance with the Brown Act.

A Member may state the reasons for their vote for the benefit of the audience, but said comments shall only be entered into the record if the Secretary determines that the outcome of the vote warrants a clarifying note for legislative recordkeeping purposes.

A roll call vote must be conducted upon all hearing items, all matters related to money, and all actions relating to the adoption, amendment, or repeal of policy or code. For all other matters, the Chair may conduct a vote by voice vote, in accordance with Section 4. below.

Section 4. Voice Vote

Where there is no objection from any Member or staff member, the Chair may conduct a vote by voice vote in lieu of a roll call vote, provided a roll call vote is not required by Section 3. above and provided that the vote or abstention on that action of each Member present is thereafter announced in compliance with the Brown Act.

The Chair shall call the question in the form of "All in favor?" followed by "All opposed?" and then "Abstaining?"

Each Member shall clearly state "Aye," "Yes," or "Yea" in the affirmative; "No," or "Nay" in the negative; or "Abstain."

In the event the outcome of a voice vote is unclear, any Member or staff member may request a roll call vote immediately following a voice vote. A roll call vote shall be taken without further discussion.

Section 5. Sealed Ballot Votes

The Planning Commission shall not take a secret ballot vote, whether preliminary or final.

Section 6. Passage of Motion

Passage of a motion shall be made by a simple majority of the Members present and voting, except as otherwise required by law. Staff shall inform the Planning Commission, as a component of a staff report and/or during oral comment on the item, when a particular item requires greater than a simple majority to pass.

Section 7. Tie Votes

A tie vote results in "no action," regardless of the reason. Such failure to act shall constitute neither approval nor denial.

Except as may be required by applicable law, a Member who is recused due to conflict of interest may not be called upon to break a tie.

Section 8. Failure to Approve

Failure of a motion to approve shall not necessarily constitute denial.

Section 9. Results of Voting

The Meeting Clerk shall state the results of each vote, and the vote or abstention on that action of each member, e.g., "The motion passes by a vote of three to two, Members A, B, and C voting yes, and Members D and E voting no." The Meeting Clerk shall enter into the record the disposition of each Member at the time of the vote, recording each as aye, no, recused, abstaining, or absent.

ARTICLE XII – REPORTS

Section 1. Agenda Reports to Planning Commission

Matters placed upon an agenda for consideration by the Planning Commission shall be accompanied by a written report of staff if the request involves the adoption of a resolution or approval of other written policy or procedural document, the rendering of a formal recommendation on a matter to be heard by higher body, and in other cases determined appropriate by staff. A consistent report format shall be adopted.

Reports of staff shall clearly state staff's recommendation for action and the rationale therefor, and shall provide sufficient background information and context to allow the Planning Commission to render a well-informed decision or recommendation. Documents that are the subject of, or will substantially aid, deliberations shall be attached to and discussed within such reports. Where an agenda item requires deliberation and/or recommendation on project design or other aesthetic considerations, plans, photographs, or other relevant visual aids shall be included with the agenda materials for consideration in advance of the meeting.

Section 2. Committee Reports

Committee reports provided to the Planning Commission may be verbal or written; written reports shall be entered into the record of materials associated with the meeting.

Section 3. Rendering of Recommendations to Council

Recommendations of the Planning Commission deemed necessary or desirable for consideration by the City Council shall be presented to the Council in a manner deemed appropriate by the City Manager. Recommendations to be forwarded to the Council in open session shall be prepared by staff in the manner typical of all other Council matters. A report conforming to the format and standards for City Council agenda items shall be prepared by department staff and their Department Head, and presented to the City Manager for scheduling and approval.

In the event that staff's professional recommendation on a matter differs from the recommendation rendered by the Planning Commission, staff's report to Council on the matter shall include both recommendations, and a thorough analysis of each, for the Council's consideration.

ARTICLE XIII – RECORD KEEPING

Section 1. Maintenance of Records

All Planning Commission records shall be maintained according to the City of Pismo Beach Records Retention Schedule.

Section 2. Minutes

Action-only minutes will be produced for all Planning Commission meetings in a format substantially similar to that used for City Council meetings. Minutes shall serve solely as record of the legislative actions occurring at each meeting, with minimal additional editorial content, subject to the determination of the Secretary. The Planning Commission Secretary shall have sole responsibility for preparation of meeting minutes, and any direction for change in the minutes shall be made only by majority action of the Planning Commission. Minutes shall be reviewed and/or amended and then approved by the Planning Commission at the soonest feasible subsequent meeting.

Subcommittee reports presented orally in a meeting shall be briefly summarized in the minutes.

Section 3. Audio and Video Recording of Meetings

Proceedings for all Planning Commission meetings shall be recorded whenever possible. When video recording/broadcasting is not readily feasible, an audio recording shall be made. Any meeting recordings shall be retained pursuant to the City of Pismo Beach Records Retention Schedule.

In compliance with the Brown Act, Members of the public have the right to make recordings of a meeting so long as meeting proceedings are not disrupted.

ARTICLE XIV – COMMITTEES

Section 1. Ad Hoc Committees

Ad Hoc Committees consisting of less than a majority of the Planning Commission may be established by a majority of the Planning Commission, or by staff in consultation with the Chair when action by the majority of the Planning Commission to establish a committee is infeasible due to time constraints. Such committees shall be established to gather information or deliberate on a particular issue deemed necessary to carrying out the functions and purpose of the Planning Commission, for a limited duration. Staff may attend, but shall not be required to provide comprehensive staff support to, Ad Hoc Committee meetings.

Following Ad Hoc Committee input in an open session of the Planning Commission, the Planning Commission shall deliberate and act upon on the designated issue, thereby providing the public with the opportunity to participate in the decision-making process. The final report of the Ad Hoc Committee on its subject of investigation shall be entered into the public record and shall serve in lieu of any meeting minutes for the committee. Ad Hoc Committees shall be dissolved once their specific task is completed.

No Ad Hoc Committee shall be formed in such a manner as to subject it to the requirements of the Brown Act.

Section 2. Standing Committees

Standing Committees may be established by a majority of the Planning Commission to gather information or deliberate on issues deemed necessary to carrying out the functions and purpose of the Planning Commission, on an ongoing basis. Any such standing committee with continuing subject matter jurisdiction, regardless of its composition or number or office of members, shall be deemed to be subject to the Brown Act unless advised otherwise by the City Attorney. Staff shall not provide administrative or legislative support to any standing committee unless directed to do so by the City Council.

All standing committees shall provide written or oral reports in public session, no less than quarterly, to the Planning Commission.

Section 3. Committee Meetings

All Standing Committee and Ad Hoc Committee meetings shall be held at times mutually agreeable to the committee members.

ARTICLE XV – AMENDMENTS

A majority of the full membership of the City Council may amend these bylaws at any juncture with or without prior review or recommendation by the Planning Commission.

The Planning Commission shall schedule its review of these Bylaws at least biennially and shall render a recommendation to the City Council regarding any necessary amendments hereto. Review shall be conducted as soon as feasible following the annual seating of members and election of officers.

ARTICLE XVI – ADOPTION OF BYLAWS

Immediately upon favorable vote of a majority of the full membership of the City Council of the City of Pismo Beach, these Bylaws shall be in full force and effect. All previously adopted bylaws are hereby superseded.

These Bylaws shall not be construed in any manner conflicting with controlling provisions of state or federal law, and shall not be construed as attempting to supersede any ordinance of the City Council of the City of Pismo Beach. In the event of conflict between these Bylaws and other policies enacted by the Council regulating these same matters, the newer of the policies shall prevail. If any portion of these Bylaws shall be deemed to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected thereby.

The provisions of these Bylaws shall not preclude the preparation and adoption of further procedural manuals and policies by which the Planning Commission may direct its activities.