

**RULES OF PROCEDURE  
FOR THE  
WOODBURY COUNTY ZONING COMMISSION**

**ARTICLE I: PURPOSE**

The Woodbury County Zoning Commission created the foregoing rules with the intent of making its procedures clear, clean, and easy to follow, both for the Commission members and for members of the public.

The following rules of procedure have been approved by the Board of Supervisors on August 8, 2023 and are hereby adopted by the Woodbury County Zoning Commission.

**ARTICLE II: MEMBERS**

There are 5 members of the Woodbury County Zoning Commission. They shall be residents of unincorporated Woodbury County, Iowa and are appointed by the Woodbury County Board of Supervisors.

**ARTICLE III: OFFICERS**

**Section 1. Officers**

The Commission shall select from its membership a Chair and a Vice-Chair who will perform the usual duties pertaining to such office. Per Section 2.01: B of the County Zoning Ordinance, the Zoning Director or his/her appointee, will serve as Secretary.

**Section 2. Selection**

At the first regular meeting of the calendar year the Commission will pick its officers from its membership. All officers are eligible for re-election.

**Section 3. Tenure**

The Chair shall take office immediately following their selection and shall hold office for a term of 1 year or until their successor is selected and assumes office.

The Vice-Chair shall take office immediately following their selection and shall hold office for a term of 1 year or until their successor is selected and assumes office.

**Section 4. Duties**

The Chair will preside at all regular meetings and hearings, appoint committees, and perform such other duties as may be ordered by the Commission. The Vice-Chair shall act in the capacity of the Chair in their absence. If the Chair and Vice-Chair are both absent from a meeting and there is a quorum, the most-senior Commissioner shall serve as Chair of that meeting. The Secretary will record and maintain minutes of the meetings, maintain all records, and perform such other duties as the Zoning Commission may determine.

**Section 5. Vacancy**

If office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. If only the office of the Vice-Chair becomes vacant, the Commission shall select a successor to the office of Vice-Chair for the unexpired term.

## **ARTICLE IV. MEETINGS**

### **Section 1. Compliance with the Open Meetings Law**

All meetings of the Commission shall be conducted in compliance with Chapter 21 of the Code of Iowa and other applicable law.

### **Section 2. Regular Meetings**

The Zoning Commission is on-call for its regular meeting scheduled on the fourth Monday of every month beginning at 5:00 PM in the 1st Floor Board Room at the Woodbury County Courthouse, subject to formal business to be considered. Notice of the regular meeting shall typically be sent by the Secretary to the members at least 2-days prior to such meeting and shall state the purpose and time of the meeting.

### **Section 3. Special Meetings**

Special meetings may be called at the request of the Chair from time to time as required to conduct the business of the County, provided that at least 24-hours notice of such meeting is given to each member.

### **Section 4. Quorum and Consensus**

The presence of three members shall constitute a quorum. Without a quorum, no business will be transacted and no official action on any matter will take place.

### **Section 5. Majority Required**

A majority of the quorum present is required for the adoption of any matter to come before the Commission.

### **Section 6. Manner of Acting**

Any question to come before the Commission shall be in the form of a motion by a commissioner and shall require a second for consideration. Remarks made by a Commissioner shall be limited to 10-minutes unless an extension is granted by a majority of the Commission. Commissioners shall address the Chair and confine their remarks to the question before the Commission and shall be respectful of other Commissioners and avoid referencing or questioning the motives of another Commissioner.

### **Section 7. Roll Call Votes.**

The Chair shall order a roll call vote when requested by a member. The roll shall be called alphabetically, except the Chair shall be called last.

### **Section 8. Effects of Abstention.**

When a Commissioner abstains due to a conflict of interest, the vote of the Commission shall be computed on the basis of the number of Commissioners not disqualified by reason of conflict of interest. However, at least 3 Commissioners eligible to vote are required for a quorum on any matter. Abstentions that are not due to a conflict of interest shall be counted as a "no" vote.

### **Section 9. Electronic Participation**

Members of the Commission may participate in a meeting by electronic means only in circumstances where participation in person is impossible or impractical. Any member participating electronically shall be connected by a speaker phone, video conference, or other device or software, so that the public can hear any discussion by that member. The vote of any

member participating electronically must be made public at the meeting and the minutes of the meeting shall include sufficient information to indicate the vote of each member participating.

## **ARTICLE V: ADMINISTRATION**

### **Section 1.**

Commission meetings are administered by the Chair. The Chair has the right to:

1. Call the meeting to order
2. Recognize speakers
3. Call for motions on agenda items, and facilitate debate
4. Preserve order and decorum
5. Determine points of order

## **ARTICLE VI. ORDER OF BUSINESS**

### **Section 2.**

The Secretary will prepare an agenda for each meeting and send it to each member typically at least 2-days before the meeting. The order of business shall typically be as follows:

1. Call to order and opening statement by Chair
2. Roll call
3. Public comments on matters not on the established agenda (3-minute limit)
4. Approval of minutes
5. Item of business
6. Public comments on matters not on the established agenda (3-minute limit)
7. Commissioner comments
8. Adjournment

### **Section 3.**

As to an item of business, the order shall typically be as follows:

1. Staff report
2. Petitioner comments
3. Commissioner comments and questions for staff/petitioner
4. Staff/petitioner rebuttal opportunity
4. Public comments
5. Staff/petitioner rebuttal opportunity
6. Vote

## **ARTICLE VII. MOTIONS AND VOTING**

### **Section 1.**

Motions may be made by anyone on the Commission. The Chair will restate the motion before a vote is taken. The Commission typically recognizes three kinds of motions:

- A. Main Motion — request for action on an item; can be made by any member, including the Chair.
- B. Motion to Amend a Motion — which the Commission must vote on first, then the Commission votes on the underlying motion.
- C. Motion to Postpone discussion of a matter until a future meeting.

**Section 2.**

Another Commissioner may then second a motion. The motion dies if no member seconds it.

**Section 3.**

The Commission may then debate the motion further.

1. Members should keep their discussion concise and limited to the motion on the table.
2. A member may withdraw his/her own motion at any time during debate.

**Section 4.**

The Chair may then conclude debate by calling for a vote. Each member must respond:

1. Yes ("aye")
2. No ("nay")
3. Abstain

**Section 5.**

The Chair shall then state whether the motion passes or fails, and the final vote tally

**ARTICLE VIII. PUBLIC PARTICIPATION**

**Section 1.**

Any member of the public wishing to address the Commission may do so during the appropriate "public comments" section of the Order of Business.

**Section 2.**

Comments by any one member of the public shall be limited to 3 minutes.

**Section 3.**

Any person so addressing the Commission shall step up to the microphone and give their name and address for the record.

**Section 4.**

Should a person engage in slanderous remarks, personal attacks, or boisterous behavior, the Chair may refuse to recognize the speaker, may ask the speaker to leave, or may have the speaker removed.

**ARTICLE IX. AMENDMENTS**

**Section 1.**

The Commission may suspend or amend these rules at any regular or special meeting by a majority vote of the members present.

Sept. 11 2023  
DATE ADOPTED  
Tom Kelly  
ATTESTOR

Chair  
CHAIRPERSON