HENDRICK COUNTY
PLANNING COMMISSION

Meeting Procedures:

Keeping Things Legal

Greg Steuerwald

Procedure

Adopt own Rules of Procedure

- How meeting will be conducted
  - Not Robert’s Rules of Order

AGENDA – Public Hearing vs. Meeting

Set tone/rules

At start of the meeting:

- Continue public hearing
- Not new rule that night
- We still let them speak

Open Door Issues

1. Plan Commission is a public agency that has a governing board so it is subject to the open door statutes
2. Meeting does not include:
   - Social or chance gathering
   - Any on-site inspection of project
   - Program
   - Traveling to and from meetings
3. Official action means to:
   - Receive information
   - Deliberate
   - Make Recommendations
   - Establish Policy
   - Make decisions
   - Take Final Action

Do not whisper to each other during meetings; an outsider commented to me and accused of that.
Executive Sessions

1. To receive information and interview prospective employees
2. To receive information about alleged misconduct of employee
3. To discuss strategy of initiating litigation or litigation that is pending or threatened in writing

Final Action must be taken at a meeting open to the public.

Governing Body may not conduct executive session during meeting.

Section 909.

(a) A member of a board of zoning appeals is disqualified and may not participate in a hearing or decision of that board concerning a zoning matter if the member:

- Is biased or prejudiced or otherwise unable to be impartial; or
- Has a direct or indirect financial interest in the outcome of the hearing or decision

(b) The board shall enter in the board's records:

- The fact that a regular member has such a disqualification; and
- The name of the alternate member, if any, who participates in the hearing or decision in place of a regular member.