

COMMEMORATION ADVISORY COMMISSION BYLAWS

The purpose of these bylaws is to supplement the meeting procedures outlined in City Council Resolution number 10560-03.

1. The chairman of the Commission is the Director of Planning and the members of the Commission will vote to appoint other officers as deemed necessary to carry out mission. Other officers of the Commission are an elected vice-chairman and a secretary who shall be a representative of the staff of the Planning Department.
2. The Commission will meet at quarterly intervals but may cancel such meetings if there are no requests for consideration. Members shall attend at least one-half of the scheduled meetings.
3. The Commission will follow Robert's Rules of Order 10th Edition modified for Small Boards. These modifications include the following items. Members are not required to obtain the floor before making motions or speaking. Motions to close or limit debate are generally not considered. Informal discussion of a subject is permitted while no motion is pending. Unless agreed to by general consent, all proposed actions of the Commission must be approved by a recorded voice vote.
4. A quorum must be present at a meeting in order for official business to be conducted. A quorum is six members of the Commission. Each member shall be entitled to one vote on any question before the Commission and the decisions of the Commission shall be determined by a majority vote of members present unless otherwise specified in these bylaws.
5. If a specific application before the Commission poses a conflict of interest for any commission member, that member shall abstain from voting.
6. The Commission may develop criteria and an application process for reviewing, evaluating, approving or denying requests for the naming or renaming of City facilities.
7. The Commission shall review all complete applications that have been submitted prior to the deadline for the meeting. Application deadlines are two weeks prior to a scheduled meeting of the Commission. The applicant, or designated representative, must present at the meeting in which their application is being considered.

8. Upon reviewing an application for a naming or renaming request, and considering the appropriateness of the request the Commission will conduct a public hearing(s) in the area(s) impacted by the name change. The scheduling of public hearings on an application requires a majority vote of the Commission.
9. For each application, the Commission procedure provides one opportunity for comments from the public at the public hearing. Members of the audience are invited to speak after the presentation of the application and prior to discussion by the Commission. All comments by members of the public should be addressed to the Commission and not to the applicant. A person's public comment shall be limited to 5 minutes. It is deemed inappropriate for the public to engage the applicant directly during an official meeting of the Commission.
10. A 2/3-majority approval of the entire Commission (8 votes in the affirmative) shall be required for a recommendation of approval to city council for the naming or renaming of a city facility. The Committee will inform City Council of other actions that result in the denial of a submitted application.
11. The minutes of the meeting shall be prepared by the Planning Department staff and shall be held for public record in the Planning Department.

Revised February 28, 2005

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