

**ARTICLE V**

**PROCEDURES FOR THE TRANSACTION OF BUSINESS**

- 5.1 IMPLEMENTING AUTHORITY. The Robertsdale Planning Commission shall be the implementing authority for this Ordinance, except that, where required by law, action of the Robertsdale City Council or the Zoning Board of Adjustment is necessary. Such deliberative action of the Council or the Zoning Board of Adjustment shall take place after due consideration of recommendations made to it by the Planning Commission.
- 5.2 PUBLIC HEARINGS. When the Planning Commission must hold a public hearing on any matter where its action is decisive, due notice shall be given as required by law. When the City Council or the Zoning Board of Adjustment must hold a public hearing on any matter recommended by the Planning Commission, the Planning Commission may dispense with a separate hearing and submit its recommendation to the appropriate body. The public notice of such hearing by the City Council or the Board of Adjustment may be published or posted, as required by law, by the City Clerk immediately upon receipt of the recommendation from the Planning Commission and consultation with the Mayor or Chairman of the Board of Adjustment regarding the date and time of said hearing.
- 5.3 RULES. "Robert's Rules of Order" shall generally govern the order of business and conduct of meetings of the Planning Commission or any Committee of said Commission.
- 5.4 MEETINGS.
- A. The Planning Commission shall hold at least one (1) regular scheduled meeting per month. The Planning Commission shall determine the date, time, and place of such meeting.
  - B. Special meetings of the Planning Commission and/or the Zoning Board of Adjustment may be called by the Chairman upon the giving notice of such meetings as required by Law.
- 5.5 AGENDA. The Commission Secretary for each regular and/or special meeting of the Planning Commission or the Zoning Board of Adjustment shall prepare an agenda for each meeting.
- 5.6 QUORUM. Unless otherwise provided by statute, a majority of the members shall constitute a quorum for the conduct of business.
- 5.7 APPLICATIONS. Applications for Zoning Amendment or Subdivision Plats and recommendations regarding the development of land shall be filed and handled in accordance

with the provisions hereinafter detailed in this Ordinance.

- 5.8 STUDY. The Planning Commission may defer action on any matter submitted to it at a regular meeting until the next regular meeting so that proper study of the matter may be made by the membership; provided, however, that the Commission shall take action on any matter submitted to it within the time limitation as required by law.
- 5.9 SIGNATURES. The Chairman or in the event of his absence, the Vice-Chairman and/or the Secretary shall be the person(s) authorized to sign documents testifying to action taken by the Planning Commission.