

Protocol for Planning Commission Meetings

1. The Chair has the responsibility of setting the agenda for meetings
2. The Chair calls the meetings to order and manages the order of business
3. The Chair is the spokesperson for the Commission
4. The Chair may appoint other members to speak on behalf of the Commission
5. All members have equal voice and are encouraged to actively engage in discussions
6. Members will speak after being acknowledged by the Chair
7. **Robert's Rules of Order** will be the standard for carrying out the business of the Commission
8. The Chair may appoint a parliamentarian; if not, the Chair serves in that role
9. The business of the Commission is done within the Commission through motions, discussions, debate and voting (or by consensus)
10. The business and votes of the Commission are public; however, discussion of Commission business outside of Commission meetings is discouraged
11. "Comments from the public" (non-Commission members) may be set as part of the agenda and will adhere to the following:
 - a. Anyone desiring to speak during the "Public Comments" time of the meeting agenda must sign up in advance of that time.
 - b. The Chair will recognize those wishing to speak in the order of the sign-up sheet. Priority will be afforded to citizens of the Town of Turin.
 - c. The Chair may limit the total amount of time dedicated to public comments and the time allotted for each speaker. Speakers should be considerate of that time and recognize that others may also wish to speak.
 - d. Speaker remarks and questions shall be addressed to the Chair only and not to other members of the Commission or audience.
 - e. The Commission may ask questions of the speaker through the Chair.
 - f. Any remark amounting to an attack on the character or personal integrity of another individual, comment not factually supportable, comment in the form of an emotional outburst, or comment not directed to the Chair, shall be considered to be non-relevant and shall be ruled out of order.
12. Items 11:d-f shall apply to anyone (i.e. guest speaker, applicant, property owner, developer, etc.) who may be invited or required to address the Commission during discussion of other agenda items
13. All members of the Commission and non-members are expected to act in a respectful manner