

## OGDEN VALLEY PLANNING COMMISSION EXPECTATIONS

The following expectations are established by the Ogden Valley Planning Commission. Expectations are aspirational and are established to supplement the adopted rules of order, not to replace them.

The purposes for these expectations are:

1. Identify what Commissioners expect of one another.
2. Provide an understanding of the roles and relationship between Commission members and staff.
3. Assist new Commissioners in understanding the role of Planning Commissioners and appropriate conduct.
4. These expectations provide pertinent information to individuals investigating whether or not they want to apply for the Planning Commission.

Expectations:

1. Accepting an appointment to the Planning Commission is a commitment to attend meetings. *See Rules of Order<sup>1</sup>: B. Conduct of Members of the Commission, (3). The Commission Rules of Order state that absence without being excused by the Chair from three consecutive regular or work session meetings or four regular or work session meetings within a calendar year shall constitute grounds for consideration of removal from the Commission.*
2. Do create a good impression of county government. This is the first important contact that many of the people in the audience will have had with the administration of their county.
3. Do be on time to allow meetings to start on time.
4. Dress appropriately. The people in the audience think you are a very important person. Don't disappoint them by your appearance, conduct, and attitude.
5. Don't mingle with friends, acquaintances, unknown applicants, or objectors in the audience before the meeting or during a recess period, if it can be politely avoided.
6. Don't discuss a case privately. *See Rules of Order: B. Conduct of Members of the Commission, (4) Conflict of Interest (c) Ex Parte Contacts*
7. Do your homework. *See Rules of Order: B. Conduct of Members of the Commission, (2) Preparation "Members of the Commission shall take such time as necessary to prepare themselves for hearing and meetings."*
8. Don't indicate by word or action how you intend to vote until all evidence is presented. It is inappropriate to state your position until after a motion is made and discussion amongst the commission members. Ask questions to have your concerns answered.

9. Don't fail to disqualify yourself from the deliberations regarding an application if your relationship to the matter under consideration falls into any of the categories listed in the Rules of Order.  
*See Rules of Order: B. Conduct of Members of the Commission, (4) Conflict of Interest*
10. Do be polite and impartial; as helpful as possible to the nervous, the frightened and the uneducated and patient with the confused.
11. Do be attentive, e.g., listen to the presentation; avoid passing notes, whispering, etc.
12. Don't interrupt a presentation until the question period, except for very short and necessary clarifying remarks or queries.
13. Don't permit more than one person at the podium and microphone at one time unless by invitation by the Commission.  
*See Rules of Order: E. Order and Decorum, (4) Conduct of Persons Before the Commission*
14. Don't permit a person to directly question or interrogate other persons in the audience. All questions should be addressed to the Chair.  
*See Rules of Order: E. Order and Decorum, 2. (d) Order and Consideration of Items*
15. Don't use first names in addressing anyone during the course of the hearing.
16. Do show great respect for the chair, always addressing the Chair as "Mr. or Ms. Chair Jones," or "Chair Jones", and always wait to be recognized before continuing.
17. Don't be critical of attorneys or applicants who sometimes feel impelled to give unnecessarily lengthy presentations. Hold these presenters to time limits.
18. Don't indulge in personalities and don't permit anyone else to do so.
19. Don't try to make the applicant or any other person appearing before you look like a fool by the nature of your questions or comments. Treat those coming before the Commission with common courtesy.
20. Don't become involved in altercations especially answering irrelevant ranting, e.g., simply explain the Planning Commission responsibility and purpose.
21. Do invite interested persons to position themselves in order to see diagrams, etc.
22. Do not permit people to speak from the audience.  
*See Rules of Order: E. Order and Decorum, 4. Conduct of Persons Before the Commission*
23. Do not permit people to leave the podium and microphone and approach closer to the hearing body except in unusual circumstances, usually to show a small exhibit or to explain some detail.  
*See Rules of Order: E. Order and Decorum, 4. Conduct of Persons Before the Commission*

24. Don't become involved in neighborhood quarrels or try to play the role of referee.  
*See Rules of Order: E. Order and Decorum, 4. Conduct of Persons Before the Commission*
25. Don't be vindictive and "punish" the applicant for some real or imagined affront to you or the Commission on some previous occasion.
26. Do treat those coming before the Commission equally, e.g., don't try to be a hero to beautiful women, little old ladies, widowed mothers with tiny infants in their arms, and the financially and socially distressed.
27. Do explain that the role of the Planning Commission is not to address the financial woes of those who become involved in bad business deals or other self-imposed difficulties, e.g., the point can be made that the Planning Commission is to be unbiased regarding financial difficulties.
28. Always provide a reason(s) when making a motion for approval or denial of an applicant's request. Don't hesitate to call on legal counsel to assist in the development of findings.  
*See Rules of Order: F. Procedure Motions, 1. Making Motions*
29. Don't forget that the staff is present to help you in and out of meetings. Request support from staff as necessary. Treat the staff with respect.
30. Do not take staff recommendations lightly. The staff report represents a recommendation at a given point in time without benefit of public input. Staff recommendations may change as testimony is given.
31. Questions to staff should be relevant to the discussion. Questions should not be posed so as not to put staff in a bad light, e.g., why didn't staff address this issue? The staff report is what it is. It may be better to pose, do we need to address this issue? Questions are appropriate and encouraged outside the public hearing to staff members. This will allow staff the opportunity to explain the rationale, and may result in research to address things verbally at the meeting.
32. Don't answer technical questions. It is the responsibility of the chair to identify the appropriate person to answer such questions and direct them to staff and / or legal counsel.
33. It is not the role of the Commission to negotiate solutions. Don't try to ease your conscience and toss the applicant a bone by granting them something less than they asked for, something they don't want, and something they cannot use. In all cases where it is appropriate, give them what they asked for or deny it.
34. Do vote by roll call except for routine administrative matters.  
*See Rules of Order: I. Procedure Voting, 1. Roll Call on Final Passage*
35. Don't show any displeasure or elation, by word or action, over the outcome of a vote.
36. Do discourage any post-mortem remarks by applicants, objectors, or Commission members after the final vote and decision is announced, especially those afterthoughts designed to reopen the case.  
*See Rules of Order: I. Procedure Voting, 7. Explaining Vote*

37. Do not hesitate to continue a case or take it under advisement if more information or greater deliberation is truly necessary.
38. Do periodically make an assessment with yourself if you find that you are consistently “out in left field,” that no one seems inclined to second your motions, and that that you are quite often a minority of one.
39. Don’t select the chair on a seniority basis alone and don’t pass the office along from member to member as a reward and honor.
40. Interpretation issues that develop during the Commission’s public deliberations should be identified and put on the Commission’s work session calendar. Those policy issues can then be discussed with staff and legal counsel for either interpretation and or possible code amendment.

Effective Date:

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Greg Graves, Chair  
Ogden Valley Planning Commission