



PLANNING COMMISSION
Tuesday, April 1, 2025, at 6:00 pm
EpiCenter Artium
135 Riverside Pkwy, Mableton, GA 30168
www.mableton.gov

AGENDA

- A. Call to Order.
 - B. Adopting Policies and Procedures
 - C. Electing Chair and Vice Chair
 - D. Mock Cases
 - E. Adjournment
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***PLANNING COMMISSION
ZONING HEARING
RULES AND PROCEDURES***

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PREFACE

These Rules and Procedures, adopted pursuant to O.C.G.A. §36-66-5, are for the purpose of establishing hearing procedures in connection with the conduct of meetings before the City of Mableton Planning Commission.

These Rules and Procedures will apply to all hearings before the Planning Commission unless specifically set forth in the body of the Rules and Procedures.

Matters arising during the hearings shall be governed by these Rules and Procedures; however, it is not possible to address every possible situation that may arise. Where these Rules are silent, the latest edition of Roberts' Rules of Order shall govern.

ZONING AND LAND USE RULES AND PROCEDURES

SECTION 1. MEETINGS

- A. Regular and special zoning and land use meetings of the Planning Commission ("PC") (also individually or collectively referred herein as the body, the board or the commissioners/members) shall be as determined in accordance with the Official Code of Mableton, Georgia ("Code"). For the PC, meetings shall be convened at 6:00 P.M. on the first Tuesday of each month or as may be set in accordance with State law and may not begin before the prescribed time of which the public has been notified.
- B. An adjourned meeting is a continuation of the meeting immediately preceding, whether it is a regular or special meeting.
 - 1. If the scheduled business of the PC is not completed, due to time constraints or emergency, the meeting shall be adjourned to the following day or a specific day scheduled by the PC to allow for the completion of pending business.
 - 2. In an adjourned meeting (regular or special), only business which would have been proper to consider at the prior meeting may be considered and acted upon at the adjourned meeting.
 - 3. Adjourned meetings resume business under the same rules, limitations and rights as the original meeting which was adjourned.
- C. Executive Session Meetings shall be conducted in accordance with the O.C.G.A. §50-14-3 and §50-14-4, or as these sections may be amended from time to time.

SECTION 2. QUORUM

Any four (4) of the commissioners, or the chair and any three (3) commissioners, shall constitute a quorum for any meeting of the PC.

- A. If a quorum is not present thirty (30) minutes following the scheduled hour for convening, the chairperson, the vice-chairperson, or in their absence, the county attorney (or his/her designee) may adjourn the meeting until the next day or by unanimous consent, those commissioners present may select another hour and day.
- B. If, during the meeting there ceases to be a quorum, all business must stop except that the PC, by majority vote to be recorded in the minutes (naming those present at the time of the vote) may:
 - 1. fix another day at which to reconvene
 - 2. adjourn and return at the next regular meeting
 - 3. recess to determine if a quorum will be present within a short period of time.

SECTION 3. CHAIRPERSON

- A. At its first regular meeting of each year, the PC commissioners shall elect one of its members as chairperson, who shall serve for one year or until he/she is reelected or a successor is elected as set forth in the Code.
- B. The chairperson shall have the same rights and privileges of the other commissioners with respect to rights to make motions, debate and vote. Additionally, his/her duties during meetings shall include:
 - 1. presiding over meetings of the body;
 - 2. calling the meeting to order at the scheduled hour;
 - 3. determining that a quorum is present;
 - 4. preserving decorum and order at all meetings;
 - 5. making the commissioners aware of the substance of each motion;
 - 6. calling for the vote;
 - 7. announcing the results of each vote;
 - 8. calling for a recess at such times as deemed advisable; and
 - 9. other duties as prescribed in the Code.

SECTION 4. VICE-CHAIRPERSON

For the conduct of zoning and land use hearings, the vice-chairperson shall have all rights, privileges and duties of the chairperson in the absence of the chairperson. The PC shall elect a vice-chairperson from among the commissioners as prescribed by the Code. The election for vice-chairperson shall be on the same schedule as that for chair.

SECTION 5. ABSENCE OF CHAIRPERSON AND VICE-CHAIRPERSON

In the absence of the chairperson and vice-chairperson, the clerk or county attorney or their designee shall determine whether a quorum is present, and if a quorum is present, shall call for the election of a temporary chairperson. The temporary chairperson shall preside over that meeting or until the conclusion of the business immediately pending at the time the chairperson or vice-chairperson arrives.

SECTION 6. FILINGS, EXHIBITS AND DISCLOSURES

- A. All documentation and exhibits shall be marked and filed with the Planning and Zoning Manager prior to presentation to the commissioners.
- B. The deadline for receiving any additional information, changes or modifications for consideration by the PC shall be 12:00 Noon on Monday of the week preceding the public hearing. In the event an applicant or opposition submits new plats or revised information, changes or modifications after such cut-off, the applicant or opposition shall only be allowed to present such documentation at the public hearing. It shall be in the body's discretion as to whether or not it desires to accept the information, changes or modifications and further determine if the information merits holding the application until the next regular hearing. Should an applicant turn in such material late a second time for a regularly scheduled public hearing, then it shall be grounds to dismiss the application with prejudice or defer the application until the next regularly scheduled meeting of the PC.
- C. Public written comment shall be due to the PC by 12:00 noon on Wednesday of the week preceding the public hearing. All public comments can be email to zoning@mableton.gov. The PC public hearing is open to additional public comment for each application.
- D. Prior to meetings before the PC, state law requires applicants and opponents of cases to complete and file zoning disclosure forms, as applicable, pursuant to O.C.G.A. § 36-67A-3.

SECTION 7. PUBLIC HEARING AGENDA

- A. An agenda for the meetings will be established and prepared by the Planning and Zoning Staff and posted by the Clerk. The agenda will be available to the commissioners in advance of the advertised meeting.
- B. Except in cases where it is not feasible, an agenda work session will be held for the PC with as many of the commissioners as are available to attend.

- C. The order of business shall be as follows: Consent cases, Deferred cases, Regular cases, Other Business items and non-agenda items. The order of business listed in the agenda summary may be changed by majority vote of the commissioners..

SECTION 8. PUBLIC HEARING AGENDA ITEMS

Section 8.01 Consent Agenda

- A. A portion of the agenda may be designated as a consent agenda by the Planning and Zoning Manager and all items contained therein may be voted on en gross.
- B. Prior to any item being considered on any consent agenda, the Planning and Zoning Manager shall make available online all staff comments, conditions and stipulations.
- C. Prior to the vote on the consent agenda, the following may cause the case to be removed from Consent and placed on the Regular Agenda for a full public hearing:
 - 1. The request of a commissioner that an item be removed;
 - 2. The objection by the applicant to any staff comment, condition or stipulation; or
 - 3. The presence of opposition requesting that a public hearing be held is present.
- D. Prior to the vote, the commissioner for the district in which the case is located may add additional conditions, subject to agreement by the applicant. If the applicant does not agree, the commissioner may request that the case be removed from the Consent Agenda.

Section 8.02 Deferred Case Agenda

- A. Held cases are those wherein:
 - a Public hearings have already been held; however, the commissioners delayed action, based upon an exercise of discretion, such as when there is a desire for the applicant and opposition to meet further or where additional information or further evaluation by staff is needed. The applicant or representative shall update the respective board on any aspects of the case which have been revised.
 - b Public hearings were not conducted due to recommendation of staff, mutual consent by the applicants and opponents or due to reasons set forth within the Code.
- B. . Public input shall be allowed as provided for within Section 10.
- C. These cases will be voted on following the presentation and questions.

Section 8.05 Regular Agenda

- A. Regular cases are those wherein, in the opinion of staff and/or the PC, issues exist that should be considered following a full public hearing.
- B. Each case will be considered in the order assigned it in the Zoning Agenda except when agreed upon by majority vote.
- C. Voting on cases on the Regular Agenda will take place immediately following the close of the public hearing of the same case.

Section 8.06 Other Business Items Agenda

~~The Other Business Items agenda may include items for consideration as requested by the planning commission or staff. These items may be placed on the Consent Agenda.~~ Discussion Point.

SECTION 9. ADDITION OF NON-AGENDA ITEMS

A non-agenda item shall be defined as that which is deemed by a commissioner to require urgent attention but has not been placed on the published agenda.

- A. Adequate information, including the specific topic, shall be given on any items requested to be added as non-agenda items.
- B. A majority vote shall be required to add a non-agenda item.

SECTION 10. PUBLIC PARTICIPATION IN MEETINGS/HEARINGS

The City of Mableton welcomes visitors to its meetings and hearings and is willing to hear any person or persons desiring to appear. However, at work sessions the public may only observe the meeting. Speakers at all other meetings/hearings are subject to these rules as follows:

- A. Time limitations.
 - 1. Zoning hearings.
 - a) Applicants/representatives and those in favor, as a group, and opponents/representatives, as a group, shall be given a maximum of ten (10) minutes for each side to present its application or opposition, unless, by general consensus, more time is allotted by the PC. Any groups which are present are encouraged to choose a spokesperson to present their views so as not to repeat the same information.

- b) As each application is called, all non-attorney witnesses for the applicant and opponents shall first be sworn prior to making their presentations.
 2. The County Attorney or designee shall be responsible for keeping time.
- B. No further public input will be allowed following the close of the public hearing except in response to questions from planning commissioners. Comment made outside the public hearing and not in response to a question from a commissioner shall be deemed “out of order”.
- C. All remarks must be related to the application. No person shall be allowed to make impertinent, derogatory, offensive or slanderous remarks while addressing the body.
1. A person may be barred from further speaking before the PC in that meeting/hearing if his/her conduct is deemed "out of order".
 2. A person, once barred for improper conduct shall not be permitted to continue or again address the body in that meeting/hearing unless a majority vote of the body allows.
 3. In the event the speaker thus barred fails to obey the ruling, the Chair may take such action as is deemed appropriate, including the removal of such person from the meeting/hearing.
 4. The body may bar a person from addressing meetings/hearings for up to sixty (60) days for improper conduct.
 5. A person barred by the body for this period may request a hearing, by written request to the chairperson stating reason(s) for a reversal of the decision.
 6. The hearing shall be placed on the next available agenda and heard by the body. A majority vote shall be required to overturn the previous decision to bar the person(s).
- D. When the chairperson asks for a count of those in opposition, whether an early head count or at the calling of the matter, a count of those in favor shall also be made.

SECTION 11. MOTIONS

- A, Following presentation of both sides, the public hearing shall be closed and the body shall discuss the application prior to the district commissioner making a motion.
- B. These motions shall take precedence in order in which they are listed below:
1. Adjourn;
 2. Recess;
 3. Motions of privilege;
 4. Call the question;
 5. Limit discussion or debate by the body;
 6. Hold/continue until a time certain;
 7. Refer back to staff; or refer to staff;
 8. Amend;

9. Main motion.

- C. When needed for clarity and prior to taking the vote, the chairperson should state the motion (or resolution) or its substance or ask the commissioner making the motion to do so.

SECTION 12. MAIN MOTION

A main motion shall be a motion whose introduction brings business before the body.

- A. Possible dispositions of such a motion include:
1. adopted/approved, with or without deletions, stipulations or conditions.
 2. defeated/denied/rejected.
 3. deferred (postpone) until _____ (a definite time) with a request to the applicant for additional information and/or referral to staff for additional information and/or recommendations.
 4. withdrawn, with or without prejudice;
- B. All main motions shall require a second¹ and, if such motions fail to obtain a second the chairperson shall state, "Since there is no second, the motion is not before this meeting."
- C. Once a motion has been moved and seconded it belongs to the entire body and not to the maker of the motion; therefore, if a commissioner wishes to withdraw a motion that is officially before the body, action of the PC or must be taken in either of the following ways:
1. The chairperson will ask the PC if there are any objections to the motion being withdrawn. If there are no objections, the motion shall be withdrawn by unanimous consent, without the need for the seconder to withdraw his/her second or any further motion.
 2. If there is an objection to the motion being withdrawn, the person requesting permission or another commissioner may make a motion to grant permission. A second is required if the motion is made by the person requesting permission but not if by another commissioner. The chairperson shall take an official vote. A majority vote shall be required to adopt the motion to grant permission to withdraw a motion.

SECTION 13. SUBSIDIARY MOTIONS

During the course of debate, commissioners may introduce motions that propose a particular action on the main motion. These subsidiary motions allow a body to reach a conclusion on the main motion.

¹ The commissioner/member who seconds a main motion, or any procedural motion, implies that he/she wishes that the motion be discussed and voted upon, but does not indicate support for the motion and may speak for or against the motion.

Three of these subsidiary motions – amend, limit discussion or debate and call the question – can also apply to other subsidiary motions.

Section 13.01. Amend

- A. If any commissioner feels that the main motion might be more acceptable in a way other than the way presented, the commissioner may amend through substitution, insertion or deletion of stipulations/conditions, or striking out portions. Such proposed amendments shall be approved by a majority vote.
- B. If a proposed amendment fails to obtain unanimous consent or a majority vote, or lacks a second, the main motion considered shall be the one originally presented.
- C. An amendment must be germane (relating to the substance of the main motion) and may not introduce an independent question.
- D. Improper amendments shall be:
 - 1. one which is not germane;
 - 2. one which would make the adoption of the amended motion equivalent to a rejection of the motion; or
 - 3. one which is frivolous or absurd.

Section 13.02. Defer Until a Time Certain

A motion to defer to a time certain (postpone) may be used if a majority of the PC feel that the motion before them should be considered at a later date or if the discussion shows that more information from staff or the applicant is needed or that the facts as presented are not adequate for their final vote. A second shall be required, and discussion shall be limited to the reason for holding the motion or the time to which it is to be held. A majority is needed to pass it. If this motion fails, the motion to be considered shall be that motion which was on the floor prior to the motion to hold, if one exists otherwise a new motion is required.

Section 13.03. Limit Discussion or Debate

If a commissioner feels that the period of time for discussion of a motion should be limited as to time for the motion as a whole, or as to individual time given, the commissioner may move to "limit discussion (or debate) to ___ minutes." This motion shall require a second and no discussion on the motion shall be allowed

Section 13.04. Call the Question

A commissioner may "call the question" (a motion to end discussion) when it is clear that further discussion is unnecessary or that discussion is becoming repetitive. This motion shall require a second and no discussion on the motion shall be allowed. If this motion and vote is separate from and before the vote on the motion to which it is applied.

SECTION 14. PRIVILEGED MOTIONS OR MATTERS

Privileged motions facilitate the running of the meeting. They do not address or relate to the main motion and can be introduced whether or not there is a main motion under consideration. Privileged motions take precedence over all subsidiary motions. Debate is not allowed on these motions.

Section 14.01. Points of Privilege

If any matters occur such as to impede a commissioner in attending to the business, e.g., too much noise, the microphone not working, matters that affect the safety, orderliness, or comfort of the commissioner, or that affects the honor of an individual commissioner, such commissioner may state to the chairperson that he/she has a point of privilege and the matter must be addressed before the pending business of the body continues. No vote is required unless a motion arises out of the privilege.

Section 14.02. Recess for breaks

A recess may be declared by the chairperson, at his/her discretion, when he/she deems it advisable or by a request of a commissioner. If the body unanimously consents, no motion is required. If there is an objection from a commissioner, then a motion and a second is required, it is not debatable and an affirmative majority vote shall be required to recess.

Section 14.03. Adjourn

The highest-ranking motion shall be the motion to adjourn, requiring a second and a majority vote with no discussion allowed, except that the motion shall contain a time to hear any non-completed items on the agenda, if such exist. If all business on the agenda has been completed, the chairperson may assume the motion, and without a second, obtain unanimous consent to adjourn.

SECTION 15. INCIDENTAL MOTIONS

Incidental motions have no rank but shall be decided immediately before business may proceed and may be used throughout the meeting. These motions allow commissioners to exert their rights as a member of the body.

Section 15.01. Point of Order. A commissioner may call for a point of order if he/she believes that the chairperson has failed to notice a breach in the rules. A second is not required. This point of order shall be decided by the presiding officer without debate, unless in doubtful cases he/she submits the question to the body for decision.

Section 15.02. Appeal From the Chairperson's Decision. Whenever a commissioner believes that the chairperson is mistaken in his/her ruling, a commissioner may appeal from the chairperson's decision. An appeal shall require a second and shall be debatable with the chairperson speaking first explaining his/her ruling, and the chairperson may close out the debate by a statement at the end defending the ruling. An appeal may be made only on a ruling and may not be made:

- A. in response to a parliamentary inquiry or point of information;
- B. in areas that challenge verifiable rulings of factual nature.

The chairperson shall state the motion as "Shall the chairperson's decision be sustained?" A tie vote shall sustain the chairperson because a majority of those voting shall be required to overturn the chairperson's ruling.

Section 15.03. Parliamentary Inquiry. A parliamentary inquiry is a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of the body. The chairperson will answer such questions or may ask the staff for an opinion. The motion does not require a second, is not debatable and does not involve a vote. The chairperson's reply, whether or not he/she has requested advice from the staff, is not a ruling, but is an opinion. If a commissioner does not agree with the Chair's opinion, he/she may act in a way contrary to this opinion, and if ruled out of order, may then appeal the chairperson's ruling. The Chair is not obligated to respond to hypothetical questions.

SECTION 16. VOTING

- A. All votes shall be taken by either raised hand or electronic means, at the discretion of the Chair, except those which the chairperson handles through unanimous consent, i.e., "If there are no objections...". A single objection will require that a counted vote be taken. An affirmative vote of at least four commissioners, or the chairperson and three commissioners, shall be required to adopt a motion, except where otherwise indicated.
- B. When an entire section of the agenda is to be voted upon by en gross, a commissioner may without discussion, state that he/she is voting in the affirmative on all of the agenda items contained

within that section of the agenda except certain ones (which he/she will name by number). In such cases, the vote of the commissioner(s) will be recorded as negative for the items named.

- C. If a motion has been voted on without discussion and a commissioner feels that it is necessary to explain his/her vote, he/she may have no more than one minute to give public reasons for his/her vote. This shall not be construed as an opportunity to repeat discussion that has already taken place at the same meeting.
- D. A tie vote shall cause all procedural motions to be defeated. A tie vote on a main motion shall authorize the PC to either defer the motion or refer the motion without recommendation to the City Council. Such decision shall be decided by a further motion/vote of the body. If there is no majority vote, the case shall be referred to the City Council without a recommendation.
- E. No commissioner who is present at any meeting of the body at which an official decision, ruling or other official act is to be taken or adopted may abstain² from voting in regard to any decision, ruling, or act, and a vote shall be recorded or counted for each such commissioner present, except when, with respect to any such commissioner, there is or appears to be a possible conflict of interest³ as defined in Section 10.3.1-Planning Commission (a) Establishment, Composition and terms of City of Mableton City Zoning Ordinance. In such cases the abstaining commissioner shall give his/her reason for abstaining on the record.
- F. A commissioner has the right to change his/her vote up to the time that a new matter is called, e.g. if the commissioner notices the registered vote is different than intended, the commissioner may correct his/her vote.
- G. Voting for the various sections of the agenda occurs as follows:
 - Consent – Following the reading of the consent agenda, as it may be amended, the body shall vote on agenda en gross.
 - Deferred cases and regular cases – Each individual case shall be voted on following the presentation and any discussion.
 - Other Business Items – If staff has placed the other business item on the consent agenda, it shall be voted on with the consent agenda. If the item is not on the consent agenda, staff will read the item into the record. A public hearing shall occur followed by a reading of the

² "It is a general rule that a legislative body cannot only compel the attendance of its members but that it can also require them to vote unless excused by the body from voting." Mason's Manual of Legislative Procedure.

³ "It is a general rule that no members can vote on a question in which they have a direct personal or pecuniary interest. The right of members to represent their constituencies; however, is of such major importance that members should be barred from voting on matters of direct personal interest only in clear cases and when the matter is particularly personal." Mason's Manual of Legislative Procedure.

staff recommendation. The matter will then be directed to the district commissioner to lead the discussion followed by the vote.

- Comprehensive plan amendments – Amendments are voted on en gross unless a commissioner asks that an amendment be removed to allow for discussion. If an amendment has been removed, it will be voted on following discussion and any public comment.

SECTION 17. MOTIONS USED TO BRING BACK AN ISSUE

Except as otherwise provided by law, if a commissioner wishes to bring back to the PC a matter which has been adopted, he/she may do so through: motion to reconsider, motion to amend something previously adopted, or motion to rescind. These shall have the same rank as a main motion.

Section 17.01. Reconsider.

- A. In the same meeting but at any time within that meeting provided the applicant is still in attendance (if applicant is no longer present, then notice is required), when it appears that a mistake or a different result might better reflect the will of the PC, any commissioner (regardless of how he/she originally voted on the matter) may move to reconsider the vote with respect to any zoning matter. A motion to reconsider may be applied to a vote that was either affirmative or negative and shall propose no specific change in a decision but simply shall propose that the motion be re-opened for discussion. A second shall be required for this motion and discussion shall be allowed as to the reasons for wishing to reconsider the vote.
- B. A majority vote shall be required to adopt the motion to reconsider.
- C. If the motion to reconsider is adopted, the original decision will be voided. The body will return to debate on the original motion. Another majority vote will be required to adopt the original motion or as the motion may be amended.
- D. If the reconsideration is moved while another subject is before the assembly, it cannot interrupt the pending business, but, as soon as that has been disposed of, if called up it has preference over all other main motions and general orders.

Section 17.02. Amend Something Previously Adopted

If a commissioner wishes to amend an action taken at the current or a previous meeting, the motion to amend something previously adopted should be used. This motion is used if only a part of the text is to be changed or to substitute a different version of the motion. This motion may be done in the same meeting at any time within that meeting provided the applicant is still in attendance. The form would be

as follows: “I move to amend the motion relating to ... by inserting...” A second shall be required and full discussion shall be allowed.

- A. If the motion is proposed at the same meeting, a majority vote of the PC shall be required to pass the proposed amendment.
- B. If the motion is placed on the agenda for the following regularly scheduled PC meeting, a majority vote shall be required for adoption of the amendment. This motion shall not be in order if irreversible action has been done as a result of the vote to implement the earlier action adopted.

Section 17.03. Rescind.

- A. If any commissioner wishes to annul an action taken at a previous PC meeting, the motion to rescind may be used. The motion to rescind shall require prior notice at a regularly PC meeting of the intent to rescind a motion at the next PC meeting. After the announcement at a public hearing, the motion to rescind shall be placed on the agenda for the following regularly scheduled hearing. The property shall also be posted immediately with an appropriate sign of a color different from the initial sign, and notification shall be provided by staff by telephone, email or mail to known interested parties.
- B. The motion to rescind shall not be in order if:
 - 1. the motion to reconsider may be made, i.e., at the same meeting; or
 - 2. the motion to reconsider was taken and lost; or
 - 3. only part of the action is proposed to be changed, in which case the motion to “amend something previous adopted” shall be used; or
 - 4. irreversible action has occurred as a result of the vote to implement the earlier action adopted.
- C. At the subsequent PC meeting, when the motion to rescind is made, a second shall be required, and discussion may go into the merits of the motion to rescind. A majority shall be required to pass the motion to rescind after such prior notice.
- D. If the motion to rescind is adopted, the original decision is voided. This action leaves the original application before the body so a public hearing shall be conducted, after which a new motion on the substantive matter will be in order. The new substantive motion will require a second, will allow discussion, and will require a majority vote to adopt.

SECTION 18. MINUTES

- A. All actions of the body, except for actions described in the O.C.G.A. §50-14-3 and §50-14-4, or as those sections may be amended from time to time, shall be accurately recorded by the clerk (or his/her designee) in the minutes, which shall include:

- a. all main motions, substantially as worded when adopted (including amendments or stipulations);
 - b. the name of the maker of all important motions;
 - c. disposition of all main motions, whether:
 - i. adopted/approved, with or without deletions, stipulations or conditions;
 - ii. defeated/denied/rejected;
 - iii. deferred until ____ (a definite time) with a request to the applicant for additional information and/or a request to staff for further information or recommendations;
 - iv. withdrawn, with or without prejudice;
 - d. how each commissioner voted;
 - e. Clerk's Note: a commissioner's comments are printed in the minutes if, when requested by the commissioner, the majority votes (or agrees by unanimous consent) to have the remarks included. This is to emphasize a discussion item that would typically not appear on the summary minutes.
- B. The responsibility for correcting and approving the minutes shall be vested only in the members of the body for their respective minutes. The minutes of each meeting shall indicate their subsequent approval/correction. The minutes may be corrected whenever an error is noticed, regardless of the time which has elapsed.⁴ A commissioner may vote to approve the minutes even though he/she was not in attendance at that meeting.
- C. The minutes shall be attested to by the clerk or deputy clerk.

SECTION 19. PARLIAMENTARIAN

The county attorney or his/her designee shall serve as parliamentarian and shall advise and assist the chairperson and the body in matters of parliamentary law. A professional parliamentarian may be consulted as deemed necessary.

SECTION 20. PARLIAMENTARY AUTHORITY

⁴ Mason, Paul. Mason's Manual of Legislative Procedure. The American Society of Legislative Clerks & Secretaries in cooperation with the National Conference of State Legislatures, 1989.

The latest edition of **ROBERTS' RULES OF ORDER** shall govern the PC in all areas not addressed and which are not inconsistent with these rules adopted by the commissioners or higher law.

SECTION 21. AMENDMENTS TO THESE RULES AND PROCEDURES

These rules may be amended by a majority vote of the entire PC and at a regular or special meeting of the PC respectively, provided notice has been given of the amendment(s) at the meeting prior to the vote on the amendment(s) per Sec.10.3.1. -Planning Commission (b) Meetings and rules of procedure.

DEFINITIONS

The following definitions apply to these procedures

adjourn - to officially terminate the meeting.

adjourned meeting - a meeting that is a continuation at a later specified time of an earlier regular or special meeting.

adopt - to approve or pass by whatever vote is required for the motion.

affirmative vote - a vote in favor of the motion as stated.

agenda - the official list of items of business planned for consideration during the meeting.

approval of minutes - formal acceptance of the record of a meeting thus making this record the official minutes of the body.

body - Planning Commission and/or City Council.

Chairperson - the presiding commissioner.

Clerk – the duly appointed County Clerk.

City Council – the City Council of the City of Mableton, Georgia

Code - The official ordinances of the City of Mableton, Georgia

Commission – the City of Mableton Planning Commission..

commissioner - any person named or elected to that position.

common parliamentary law - the body of rules and principles that is applied by the courts in deciding litigation involving the procedure of any organization; does not include statutory law or particular rules adopted by any organization or board.

convene - to open a meeting.

debate - formal discussion of a motion under the rules of parliamentary law and more often, herein, referred to as discussion.

defer - to delay action by referring the motion to staff for more information, or by postponing a vote to a time certain.

demand - an assertion of a parliamentary right by a commissioner .

dilatory motions or tactics - misuse of procedures or motions that are out of order or would delay or prevent progress in a meeting.

floor - when a person receives formal recognition from the chairperson, he/she "has the floor" and is the only person entitled to speak.

germane amendment - an amendment relating directly to the motion to which it is applied.

germane discussion - discussion relating directly to the matter involved.

hearing - a meeting for the purpose of listening to the views of an individual or of a particular group on a particular subject.

in order - permissible and right from a parliamentary standpoint.

majority vote - an affirmative vote of at least four commissioners, or the chairperson and three commissioners.

minutes - the legal record of the action of the body.

motion - a proposal submitted to the body for its consideration and decision; it is introduced by the words "I move that..."

objection - the formal expression of opposition to a proposed action.

order of business - the adopted order in which the business is presented to the meeting of the body.

out of order - not correct, from a parliamentary standpoint, at the particular time.

parliamentary authority - the code of procedure adopted by the PC as its parliamentary guide, governing in all parliamentary situations not otherwise provided for in this document, the Code or higher governing bodies.

pending motion - sometimes referred to as pending question; any motion that has been proposed and stated by the chairperson for the commission's consideration and that is awaiting decision by vote.

precedence the rank or priority governing the motion.

precedent - a course of action that may serve as a guide or rule for future similar situations.

procedural motion - motions to assist the body in treating or disposing of a main motion; or, motions relating to the pending business or to business otherwise at hand.

proposal or proposition - a statement of a motion of any kind for consideration and action.

O.C.G.A. - Official Code of Georgia Annotated.

quorum - the number of persons that must be present at a meeting of the body to enable it to act legally on business.

recognition - acknowledgement by the chairperson, giving a person sole right to speak.

reconsider - to review again a matter previously disposed of, and to vote on it again; must be made on the same day of business.

request - a statement to the chairperson asking a question or some "right".

rescind - to nullify or cancel out a previous action; cannot be made if irreversible action has already been taken to implement the motion it wishes to rescind.

resolution - a formal motion, usually in writing, and introduced by the word "resolved" that is presented to the body for a decision.

ruling - the chairperson's decision as it relates to the procedure of the PC.

second - a commissioner's statement that he/she is willing to have the motion considered.

tie vote - vote in which the affirmative and negative votes are equal on a motion.

unanimous consent - deciding on a vote without voting on it but where no commissioner voices objection; with a single objection a vote must be taken.

unfinished business - any business that is postponed definitely to a time certain.