



**CITY OF GREENACRES  
PLANNING DEPARTMENT  
POLICY AND PROCEDURES**

**POLICY#** PDO-002T  
**ISSUED:** 6/24/02  
**EFFECTIVE:** 6/24/02

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**SUBJECT:** Planning Commission Quorum and Voting Procedures

**CROSS REFERENCE:** Chapter 16, Article II, Division 3, Section 16-83 (b)  
Robert's Rules of Order, pages 16, 17, 150, 177 and 339

**PURPOSE:** To clarify Planning Commission quorum and voting procedures

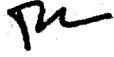
**POLICY:** Quorum requirements and voting procedures for the Planning Commission shall be in accord with City Code as detailed in the attached Memorandum.

**PROCEDURE:** Planning Department staff shall ensure that these requirements are met at Planning Commission meetings.

**REVISED:** June 23, 2003

Thomas J. Lanahan  
Planning Director

**CITY OF GREENACRES**  
**INTEROFFICE MEMORANDUM**  
0204C7.009

**TO: SE-01-05 Wendy's at Fountaingate Plaza**  
**FROM: Thomas J. Lanahan - Planning Director**   
**SUBJECT: Quorum and Voting Requirements**  
**DATE: April 18, 2002, Revised June 23, 2003**  
**COPIES: Policy and Procedures Manual**

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The following are notes from a meeting held between Pam Terranova, the City Attorney, and myself on April 18, 2002 regarding quorum and voting requirements for the City of Greenacres Planning Commission.

The Zoning Code establishes that there are 7 regular members of the Planning Commission (16-81a) and refers to Roberts Rules of Order for all procedural matters (16-83b).

A review of Robert's Rules of Order shows that a quorum consists of a simple majority of the regular members of the Commission. Since there are 7 regular members, a quorum of 4 members is required for a valid Planning Commission meeting.

Further, as stated in Robert's Rules of Order, the approval of a motion requires an affirmative vote of a simple majority of *those members present*. This is as shown below:

4 members present	3 affirmative votes required
5 members present	3 affirmative votes required
6 members present	4 affirmative votes required
7 members present	4 affirmative votes required

If there is a tie vote, then there is no recommendation to be sent to the City Council.

If there are a large number of people desiring to speak, a reasonable time limit may be established by the chairman. It is the City Attorney's opinion that a reasonable time limit should be no shorter than 3 minutes.

A group of people desiring to speak may appoint a spokesperson to represent their views and in that case it would be reasonable to allow that spokesperson ample or unlimited time.

Persons speaking regarding a petition may ask questions of the petitioner.

Any prior conversation between a Planning Commission member and the petitioner or other parties regarding a petition needs to be disclosed through forms available from the City clerk prior to the meeting.

Letters received by the City regarding a petition should be distributed to the Planning Commission members if received in time to be included in their packets. Otherwise, the letters must be available for review by the Commissioners and anyone else desiring to see them at the meeting. The existence, number, and availability of the letters must be disclosed by City staff during the presentation of the item.

The petitioner may request a postponement by asking the Commission to postpone their petition. The Commission at their discretion may choose, through an approved motion, to postpone an advertised petition to a date certain (a specific future meeting date). If it is postponed to a date certain, the item does not need to be re-advertised. If no date is set, then the item must be re-advertised.