

PLANNING AND ZONING COMMISSION BY-LAWS
CITY OF PINELLAS PARK, FLORIDA

ARTICLE I. AUTHORITY

These Rules of Procedure are hereby adopted by the Planning and Zoning Commission of Pinellas Park, Florida, in conformance with Section 18-1501.32 of the Land Development Code.

ARTICLE II. SEATING OF MEMBERS

The Planning and Zoning Commission shall have no more than seven regular voting members, and no more than two alternate members. Regular voting members who are appointed or reappointed by City Council shall be seated at the next regular or special meeting of the Planning and Zoning Commission following their appointment and taking of the oath of office. The term of office for a voting member shall be for a three-year period.

A maximum of two alternate Planning and Zoning Commission members may be appointed by City Council as needed. Alternate members may not sit at the dais, participate in any discussion, or have any voting rights unless their attendance at the meeting is compelled in order to fill the seat of an absent regular member. An alternate member may otherwise attend any meeting of the board but shall have the same status as a general member of the public.

ARTICLE III. OFFICERS

Section 1. Chairperson

The Planning and Zoning Commission shall elect a Chairperson from among its regular members. The Chairperson shall serve for a period of one year. The Chairperson shall have no other administrative duties except as provided by the City's Code of Ordinances. The Chairperson shall be a voting member of the Commission and shall vote on all items of business on which a vote is taken, unless absent or abstaining from the vote as permitted by law.

Section 2. Vice Chairperson

The Planning and Zoning Commission shall elect a Vice Chairperson from among its regular voting members. The Vice Chairperson shall serve for a period of one year. The Vice Chairperson shall assume all duties of the Chairperson in the absence of the Chairperson.

Section 3. Secretary

The Secretary of the Planning and Zoning Commission shall be the Planning and Development Services Director or the Planning and Development Services Director's designee. The Secretary shall be responsible to keep a record of the Commission's actions, provide public notice for public hearing items and of meetings generally, prepare an agenda, provide necessary background material and present staff recommendations on issues coming before the Commission, keeping a record of attendance, keeping a record of all official findings and determinations of the Commission, and showing the vote of the members on each question requiring a vote or, if absent or abstaining from voting, indicating such fact. The Secretary shall have no vote.

Section 4. Presiding Officer

The Presiding Officer of the Commission shall be the Chairperson, or in the absence of the Chairperson, the Vice Chairperson. In the absence of both the Chairperson and Vice Chairperson, the regular voting member with the most cumulative Commission experience shall take the chair as the Temporary Chairperson. When it is necessary for the Vice Chairperson to preside at a meeting, upon the arrival of the Chairperson, the Vice Chairperson shall relinquish the chair upon conclusion of the business then before the Commission. When it is necessary for the Temporary Chairperson to preside at a meeting, upon the arrival of the Chairperson or the Vice Chairperson, the Temporary Chairperson shall relinquish the chair upon conclusion of the business then before the Commission.

The Presiding Officer shall preserve strict order and decorum at all Regular, Special, and Workshop meetings of the Commission. The Presiding Officer shall state every question coming before the Commission, announce the decision of the Commission on all subjects, and decide all questions of order, subject to an appeal to the Commission, in which event a majority vote of the Commission shall govern conclusively upon such question of order. The Presiding Officer shall vote last on all questions. The Presiding Officer shall sign all letters of the Commission and minutes. In the absence of the Chairperson, the Vice Chairperson shall sign such letters and minutes. In the absence of the Chairperson and the Vice Chairperson, the Temporary Chairperson shall sign such letters and minutes.

Section 5. Elections

The Chairperson and Vice Chairperson shall be elected at the Planning and Zoning Commission meeting held in September each year or as may be deemed necessary for the best interests of the Commission by an affirmative vote of a two-thirds majority of all members of the Commission. Voting

shall be by written ballot, signed by the voting member. The Chairperson and Vice Chairperson shall assume their duties at the close of the regular meeting in September, or in the case of an off-cycle election, by the close of the meeting in which affirmative vote was taken. The Chairperson and Vice Chairperson shall be eligible for re-election.

Members must be present to vote. Absent members may be selected as Chairperson or Vice Chairperson, providing they have given prior consent to accepting such office.

Section 6. Vacancy

In the case of death, disability, removal, or resignation of the Chairperson, the Vice Chairperson shall automatically become Chairperson, thereby creating a vacancy in the office of Vice Chairperson. A vacancy in the office of Vice Chairperson may also occur in the case of death, disability, removal, or resignation of the Vice Chairperson. The vacancy thus occurring in the office of Vice Chairperson shall be filled at a special election to be held at the next regular meeting after the vacancy occurs. In the case of death, disability, removal, or resignation of both the Chairperson and Vice Chairperson, the vacancies thus occurring shall be filled at a special election to be held at the next regular meeting after the vacancies occur.

Section 7. Short Term

A person who automatically fills a vacancy or who is elected to fill a vacancy shall serve until the expiration of the original term of office.

ARTICLE IV. MEETINGS

Section 1. Regular, Special, and Workshop Meetings

A regular meeting shall be held on the first Thursday of each month. Special meetings and special workshop meetings may be called by the Chairperson, the Vice Chairperson (in the absence of the Chairperson), the Secretary, or by the affirmative vote of a majority of the Planning and Zoning Commission, provided five days written notice, including all Items to be considered thereat and all supporting materials, is electronically delivered to all Planning and Zoning Commission members.

Meetings shall be held at the time established for meetings of the City Council at a place designated on the agenda with special workshop meetings and special meetings held at the time and place designated on the agenda. Regular meetings may be held on a day other than the first Thursday of each month, or at a time other than the time established for City Council meetings, as necessary to

accommodate holiday situations, other conflicting meetings of the City Council, or other such occasions. A workshop meeting may be held by the Commission 30 minutes prior to its regularly scheduled monthly meeting, if determined by the Commission that such workshop meeting is necessary.

In the event there are no issues to be heard by the Commission at a regular meeting, the Secretary may declare such meeting canceled. In the event of a natural disaster or other situation beyond the control of the Commission, the Secretary may declare such meeting canceled and all public hearing items and any other business shall automatically be continued to the next scheduled meeting. All regular or special meetings or workshops shall be open to the public and shall be conducted as required by Florida Statutes, Chapter 286.

Section 2. Attendance

Attendance at all meetings (regular, special, and workshop) of the Commission is compulsory. To be counted present, a member must be in attendance for the duration of the meeting unless otherwise excused by the Presiding Officer. Members may be excused from regular, special, or workshop meetings for the following reasons:

- a) Illness of member or their immediate family
- b) Out of town travel
- c) Death in the family
- d) Emergency

Members unable to attend a meeting shall notify the Planning and Development Services office prior to the meeting. Upon an affirmative vote of a majority of the Commission members, the name of any member having more than two unexcused absences, not necessarily consecutive, in any six-month period shall be forwarded in writing by the Chairperson to the City Council of Pinellas Park with a recommendation that the member be removed from the Planning and Zoning Commission.

Section 3. Quorum

The Planning and Zoning Commission shall not transact any business at any regular or special meeting or work session unless a quorum of four members is present. In the event a quorum is not present, the Secretary shall declare such, and all public hearing items and any other business shall be automatically continued to the next scheduled meeting.

Section 4. Agenda

The agenda for the regular meeting shall be received by the Commission members at least five days before the regular meeting and shall be considered notice.

Section 5. Order of Business

The business of the Commission at regular and special meetings shall be conducted in the following order:

- First: Call to Order
- Second: Invocation
- Third: Pledge of Allegiance
- Fourth: Roll Call
- Fifth: Approval of Minutes
- Sixth: Old Business
- Seventh: New Business
- Eighth: Questions and Comments
- Ninth: Adjournment

Section 6. Call to Order

The Presiding Officer shall take the chair at the appointed hour and shall call the Commission to order.

Section 7. Reading of Minutes

Unless a reading of the minutes of the Commission meeting is requested by a member of the Commission, such minutes may be approved without reading if each member has previously been furnished by the Secretary with a synopsis thereof.

Section 8. Rules of Debate

(A) Conflict of Interest. If any Commission member finds that their private or personal interests are involved in any matter coming before the Commission, the member shall state that a conflict of interest exists and shall withdraw from participation in the meeting on that item. All applicable provisions of Section 112.3143 Florida Statutes "Voting Conflicts" shall apply. The interests of the member with the

conflict may be represented before the Commission by a representative or agent on said item at the meeting.

(B) Getting the Floor. Improper References to be Avoided. Each Commission member desiring to speak shall address the Chair, and, upon recognition by the Presiding Officer, shall confine discussion to the question under debate.

(C) Interruptions. A Commission member, upon recognition, shall not be interrupted when speaking unless such interruption shall be to call the member to order, or otherwise as herein provided. If a Commission member is called to order while speaking, the member shall stop speaking until the question of order is determined, and, if in order, the member shall be permitted to proceed.

(D) Privilege of Closing Debate. Any Commission member shall have the privilege of calling for the question at any time, which will end debate and bring the motion to a vote.

(E) Motion to Table. A motion to table any quasi-judicial agenda item shall require the consent of the applicant. A tabled motion shall be placed on the agenda for the next regularly scheduled meeting or for such other meeting date as may be agreed upon by the Commission and the applicant.

Section 9. Addressing the Commission

(A) Any person desiring to address the Commission shall first obtain the permission of the Presiding Officer, and shall address the Commission on the item then under discussion. Each person shall be given three minutes to comment.

(B) Written Communications. Interested persons or their authorized representatives may address the Commission by written communications in regard to matters then under discussion.

(C) Oral Communications. Interested persons or their authorized representatives may address the Commission by oral communication on any matter concerning City business then under consideration by the Commission.

(D) Reading of Protests, Etc. Interested persons or their authorized representatives may address the Commission by reading protests, petitions, or communications in regard to the matters then under consideration.

(E) Groups. If a group of Interested persons wish to be heard upon any agenda item before the Commission, such group, prior to their appearance, shall have chosen one of their number to act as spokesperson. Each group spokesperson shall be given three minutes to comment.

Section 10. Manner of Addressing the Commission

Each person addressing the Commission shall approach the microphone and state their name and address for the record in an audible tone. Each person (or group spokesperson) shall have three minutes to comment. No person, other than Commission members and the person who has the floor, shall be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Presiding Officer. Questions may be directed to a specific Commission member through the Presiding Officer.

Section 11. Public Hearings

(A) On all matters coming before the Commission for Public Hearing, the Presiding Officer shall open the matter for hearing and all Interested persons or their authorized representatives shall be heard as provided by Sections 9 and 10.

(B) When all persons have concluded, the Public Hearing shall be closed.

(C) Upon closing the Public Hearing, the Commission may engage in discussion amongst its members, and the matters under consideration shall be acted upon by the Commission pursuant to these rules.

(D) After the close of any Public Hearing, no further public discussion shall be heard except at subsequent scheduled Public Hearings or continuations of Public Hearings.

Section 12. Decisions

Every official action taken and every decision rendered shall be approved by a simple majority of the members present. Voting on all motions shall be by roll call vote. A tie vote (i.e. 2 - 2 or 3 - 3) shall be deemed as being a recommendation for denial by the Commission. All decisions and recommendations of the Planning and Zoning Commission shall be deemed rendered, and official, immediately following the conclusion of the meeting at which such action was taken.

Section 13. Decorum

(A) By Commission Members. While the Commission is in session, members must preserve order and decorum, and shall neither by conversation or otherwise delay or interrupt the proceedings or the peace of the Commission, nor disturb any members speaking, nor refuse to obey an order of the Commission or the Presiding Officer.

Section 14. Workshop Meetings

Workshop meetings are for the purpose of allowing the Commission to review Agenda items prior to public hearings, or for reviewing rules or State law. The Presiding Officer shall control the meetings. Discussion shall be limited to the Commission and Administrative Staff, except that public input may be made upon the request of the Commission. Informal expressions of opinion may be given by members of the Commission, but no vote on formal actions may be taken at any workshop.

Section 15. Minutes and Recordings

Every meeting, including workshops, shall be recorded unless some emergency situation, to include malfunctioning of the equipment, shall prevent the meeting from being recorded. The Secretary shall prepare minutes of each regular, special, or workshop meeting for approval by the Commission. Such minutes shall show a record of the Commission's actions, show a record of member attendance, show a record of all official findings and determinations of the Commission and shall show the vote of the members of each question requiring a vote or, if absent or abstaining from voting, Indicating such fact. Recordings and approved minutes shall be maintained in the City Clerk's office as required by law.

ARTICLE V. AMENDMENTS AND RULES OF ORDER

The Rules of Procedure may be amended by the affirmative vote of a majority of the total Commission members provided the Commission members have been notified of the proposed amendment in writing at least 30 days in advance of the voting meeting. "Roberts Rules of Order Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these Rules of Procedure.

ARTICLE VI. SEVERABILITY

Should any article or section of these rules of procedure be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of these Rules of Procedure as a whole, or any part thereof other than the part so declared unconstitutional or invalid.

Approved by the Planning and Zoning Commission December 7, 1995; amended December 3, 1998; amended March 7, 2018; amended December 7, 2023; amended June 4, 2026.

Chairperson

Vice Chairperson

Member

Member

Member

Member

Member