



## Agenda Item Summary

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MEETING DATE: December 18, 2024  
SUBJECT: Clarify Article IV, Section 5 of the Planning Commission Procedures and Rules of Order, regarding Quorum  
PRESENTED BY: Silvia Buchenic, Assistant Town Attorney

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### SUMMARY

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The Planning Commission adopted procedures and rules of order (“Rules”) by resolution on October 17, 2018, as authorized by Section 2-7-40 of the Mead Municipal Code. The Rules were most recently amended to provide that a quorum is a majority of any of the Planning Commissioners in office (including alternates). The prior maximum possible number of Commissioners was six (6). Subsequently, the Mead Municipal Code was amended in 2023 to add an alternate Commissioner, for a total of five (5) regular and two (2) alternate Commissioners. Staff would like to clarify Article IV, Section 5 of the Rules that a quorum still requires that at least three (3) Commissioners be present.

### LEGAL CONSIDERATIONS

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The Planning Commission may amend the Rules by a vote of at least 4 Commission members, in accordance with Article VII of the Rules. Any proposed alterations must be submitted to the Planning Commission in writing at the regular meeting preceding their adoption. This Agenda Item constitutes a first submittal in writing in accordance with Article VII of the Rules.

### STAFF RECOMMENDATIONS

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No action is required at this time. A resolution to approve the proposed change to the Rules will be introduced at the subsequent meeting of the Planning Commission.

### ATTACHMENTS

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- Redline version of the Rules including the proposed change to Article IV, Section 5