



CITY OF ORLAND STAFF REPORT

MEETING DATE: OCTOBER 16, 2025

TO: City of Orland Planning Commission

FROM: Lisa Lozier, AICP – City Planner

SUBJECT: **Discussion and Action – The Planning Commission will consider a change to the regular Planning Commission meeting date which is currently held on the third Thursday of each month.**

BACKGROUND:

At the September Planning Commission meeting a discussion item was presented to the Planning Commission introducing the topic of changing the regular planning commission meeting date to accommodate the schedule of the City Attorney so he would be able to attend the Planning Commission meetings.

Chairperson Nordbye initially recommended moving the meetings to the first Thursday of each month to allow the City Attorney to attend the regular Planning Commission meetings. City staff and Commissioners reported no scheduling conflicts with the proposed change. Information received from the City Attorney indicated that the fourth Thursday of the month would be a better fit for his schedule.

Staff was directed by Chairperson Nordbye to prepare a discussion item to direct the Commission regarding the procedure for changing the regularly scheduled meeting date for the Planning Commission and ensure that all procedural requirements for changing the meeting date are followed and to report back at the next meeting.

ANALYSIS:

The Orland Municipal Code Chapter 2.32 outlines the purpose and guidelines for the City of Orland Planning Commission as follows (See **Attachment A** – Chapter 2.32): Section 2.32.060 allows for the commission to designate the time, place and manner of its regular meetings. Section 2.32.080 – Minutes and Rules for conduct of meetings allows for the commission to adopt rules and regulations for conduct of meetings.

Section 2.32.060 – Officers-Meetings-Secretary

The commission shall elect a chairperson, vice-chairperson, and such other officers as it deems appropriate annually at a January meeting. The commission shall designate the time, place and manner of its regular meetings. Special meetings may be called by the chairperson or by any three members. The city council shall designate a staff representative to act as secretary to the commission.

Section 2.32.080 – Minutes and rules for conduct of meetings

The staff representative designated to act as secretary to the commission shall provide for the taking of minutes which shall be reviewed and approved by the commission at its next regular meeting. The commission may from time to time adopt such rules and regulations for carrying on its business as it shall deem best, but in the absence of adopted rules to the contrary, Robert's Rules of Order shall be followed in the conduct of its meetings.

RECOMMENDATION:

Staff was not able to verify if any rules specific to the City of Orland Planning Commission had been adopted regarding the procedures for amending the regularly scheduled meeting date. Based on Section 2.32.060 of the Orland Municipal Code. Staff recommends the following procedure to change a future meeting date under Robers Rules of Order:

1. **Gain Recognition:** Raise your hand to be recognized by the presiding officer (chair).
2. **State the Motion:** Once recognized, state the motion clearly and precisely, such as "I move to postpone the next meeting to [date]," or "I move to change the date of the next meeting to [date]."
3. **Second the Motion:** Another member must second the motion for it to be considered by the group.
4. **Restate the Motion:** The presiding officer will restate the motion to ensure everyone understands it.
5. **Debate:** The members will have an opportunity to discuss the motion.
6. **Vote:** The presiding officer will call for a vote on the motion to change the meeting date.
7. **Announce the Result:** The presiding officer will announce the outcome of the vote, and if it passes, the change in the meeting date is adopted.