
Sec. 101-28. Rules and procedures.

- (a) The commission, at its first meeting after the first Monday of each January, shall elect one of its members as chairperson and another as vice-chairperson, for one-year terms or until their successors are elected, whichever first occurs. The vice-chairperson shall have the authority to act as the chairperson in the chairperson's absence. The chairperson shall preside over all meetings of the commission. A minimum of three votes is required to adopt any resolution, ~~regardless of whether the chairperson or vice-chairperson presides,~~ and for a motion to carry. The chairman of the commission can make and/or second motions ~~but shall not vote except; and can vote on any matter presented to the commission.~~
- ~~(1) — When all members of the commission are present and the chairperson's vote is required to break a tie;~~
- ~~(2) — When there are only three members of the commission present with one of the members being the chairperson and the third vote is required to meet the minimum vote of three; and~~
- ~~(3) — When there are only three members of the commission present with one of the members being the vice-chairman acting as chairperson and the third vote is required to meet the minimum vote of three.~~
- (b) The commission shall have authority to adopt rules of procedure, which shall be submitted to and approved by the town council prior to their adoption. The town manager, with the approval of the mayor and council, will establish the day, time and place for the commission's regularly scheduled semimonthly meetings. Called meetings of the commission may be held at the call of the chairperson, or in the chairperson's absence, the vice-chairperson, the town manager or the mayor. Reasonable attempts shall be made to notify all commission members as soon as possible of a called meeting.
- (c) The commission shall keep minutes of its proceedings, showing the vote of each member upon each question, and if absent or failing to vote, indicate such fact. Said minutes shall be filed with the town clerk and shall be public record. The minutes of the commission shall contain the decisions of the commission, a statement of the subject matter being considered, and the grounds for the decision. All meetings of the commission shall be open to the public.

(Code 1984, § 2-7-6)