**ELLSWORTH TOWNSHIP ZONING COMMISSION**

**MEETING POLICIES AND PROCEDURES**

**Adopted December 12, 2017 – Updated February 13, 2018**

Zoning Commission meetings will be held the second Tuesday of each month, starting at 6:00 PM, at the Ellsworth Administrative Building, and will be opened to the public.

Zoning Commission Members for 2018: Chair, Sean Giblin; Vice Chair, Jim Mayberry; Secretary, Dee Tripp; Members: Pete Rich and Dan Stout; Alternate, Clint Whitehair.

A quorum of three (3) members is required to conduct a meeting.

Cell phones shall be turned off or set on vibrate.

No side conversations by the Commission members or the public

The Chair will preside over the meeting. If the Chair is not available, the Vice Chair will preside, if both are not available, those present will vote on someone to Chair the meeting.

Each meeting will open with the Pledge of Allegiance and a moment of silence for those who have served and those who are serving.

Secretary will prepare and distribute agenda prior to each meeting.

Meeting minutes will be taken. Method used will be at the discretion of the Secretary. The township’s policy is any recording done on a private, non-township owned device, used only to assist in preparing minutes, can be erased as soon as the minutes are signed and made available to the public.

Minutes from the previous meeting will be either “accepted” or “accepted with revisions” by a motion and a roll call vote.

Members and public wishing to comment will raise their hands and be recognized by the Chair.

Individuals wishing to make comments will be asked to state their names for the record. If an individual refuses to give his/her name, the ZC will refuse to listen.

Individuals wishing to comment will be given 5 minutes to present their issue.

**Procedure for accepting or not accepting a motion:**

1. Motion is made;
2. Motion is seconded;
3. Discussion;
4. Voting by roll call vote;
5. Chair announces results.

A motion will be declared passed or failed by a majority vote of members present. If only three (3) Commission members are present; a positive vote of 3 is required to pass a motion. A tie vote is a failure.

**Policy on Recording / Videotaping of a Zoning Commission’s Meeting**

1. If an individual is interested in videotaping a meeting, area for audio/video recording will be designated at the time of the meeting by the Commission.

2. If an individual is participating in the meeting, they may not videotape the meeting themselves. They are to designate another individual to do the videotaping for them as to avoid a distraction.

3. Individuals videotaping may not obstruct the vision of the commission or the public.

4. A power supply may have to be supplied by the individual who is audio recording or videotaping.

**Announcements**

Date for the next month’s meeting will be announced.

**Adjourn meeting.**

Motion and roll call vote.