

## RULES OF PROCEDURE

### THE HISTORIC LANDMARK COMMISSION NEW BRAUNFELS, TEXAS

#### 1) MEETING

- a. The regular meetings of the Historic Landmark Commission (HLC) shall be held on the second Tuesday of each month at 8:30am, unless otherwise decided by the Commission.
- b. Special meetings may be called by the Chair and may be called if requested by three (3) or more members.
- c. Members of the Commission may request an item be included on an upcoming agenda by contacting the Chair directly or the HLC staff liaison.
- d. Notices of meetings shall be in writing and shall be sent to all members at least three (3) days in advance of the meetings. **\*\*72 Hours\*\***

#### 2) ATTENDANCE

- a. Regular attendance by appointed Commissioners is of the utmost importance to ensure a quorum is met and regular business may take place.
- b. A Commissioner may be absent from no more than three consecutive meetings before being removed or asked to resign from their position.

#### 3) PUBLIC HEARINGS

- a. The HLC shall allow citizens to address the Commission on a single topic not on the agenda during a period of time set aside for citizen communications. The Chair shall limit a speaker to 3 minutes.
- b. The Commission shall use the following order of procedure for HLC cases:
  - i. Chair (or staff?) announces requests on the agenda.
  - ii. Staff presents a summary of the case and recommendation.
  - iii. Applicant's presentation (10 minutes)
  - iv. Chair calls on members of the public who wish to speak on the request (five minutes).
  - v. Public hearing is closed, and no further testimony is taken from the public.  
Commissioners may still ask questions of staff or the applicant.

#### 4) THE FOLLOWING SPECIAL RULES APPLY AND MAY SUPERCEDE THE GENERAL RULES IN SECTION 2.

- a. Speaking times in any of the above instances may be extended by the Chair with the majority consent of the Commission.

## 5) POST HEARING PROCEDURES

- a. Following the closure of public comments for a request, the Chair shall invite Commissioners to ask questions of staff or the applicant. When questioning is complete, the Chair shall ask for a motion and a second. Commissioners are advised to not present arguments or further discussion on the case until a motion has been made and seconded. The Chair shall invite the Commissioners for any further discussion before taking roll.
- b. Commissioners are encouraged to refrain from speaking more than two times in debating a motion. At any point the Chair may recognize a Commissioner to offer amending a motion. An amending motion can be adopted without objection, then the amended primary motion may be debated. If the amending motion is offered as a “substitute motion”, it replaces the primary motion if it is approved and ends the debate.

## 6) AMENDMENTS TO RULES OF PROCEDURE

- a. Amendments to these Rules of Procedure may be made by the Commission at any regular or special meeting called for that purpose upon the affirmative vote of a two-thirds majority of the total number of members currently appointed.
- b. Any such amendment must have been proposed at a preceding meeting and all members formally notified thereof.

## 7) PARLIAMENTARY AUTHORITY

- a. The rules contained in the current edition of Robert’s Rules of Order shall govern the Commission in all cases to which they are applicable, except when inconsistent with these Rules of which the Commission or City Council may adopt.