

**RESOLUTION NO. P.C. 2025-04**

**RESOLUTION ESTABLISHING THE RULES OF**

**CONDUCT OF BUSINESS OF THE**

**PLUMAS COUNTY PLANNING COMMISSION**

**BE IT RESOLVED**, by the Planning Commission of the County of Plumas, State of California, **RULES FOR THE CONDUCT OF BUSINESS OF THE PLUMAS COUNTY PLANNING COMMISSION**, are hereby amended to read as follows:

**I. Election of Officers**

The Chair of the Planning Commission shall be on a rotating yearly basis. A new Chair and Vice-Chair shall be elected every year, during the last regularly scheduled meeting in January, and shall take office at the first regularly scheduled meeting in the month of February. A Chair may serve two consecutive terms, and then, if other members are unwilling to serve as the Chair, the current Chair may continue to serve on a year-to-year basis.

If both the Chair and Vice-Chair are absent from the regular meeting, the membership present shall select an acting Chair who shall conduct the meeting and perform all the duties of the Chair for the meeting.

If either the Chair or Vice-Chair is removed, replaced, or resigned from the Planning Commission, the membership shall elect a member to fill the vacant office.

**II. Quorum**

A quorum shall consist of a majority of the total members (e.g., 3 out of 5). A quorum for a regular meeting shall be established no later than 5:00pm one calendar week prior to the date of the regular meeting. A quorum for a special meeting shall be established no later than 24 hours prior to the time of the special meeting. Regular and special meetings shall not be held unless a quorum is established.

All matters requiring official action shall be passed by a vote of the majority of the quorum present unless otherwise specified by State Planning Law.

**III. Planning Commission Responsibilities:**

The Planning Commission's responsibilities are defined in Title 2, Chapter 2, Section 2-2.107 of the County Code, as adopted, or as may be hereinafter amended.

**IV. Order of Business**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment Opportunity
5. Consent Items
  - A. Items to be continued or withdrawn from the agenda
  - B. Approval of the Meeting Minutes
6. Planning Commissioners' Reports/Comments
7. Scheduled Matters (i.e., workshops, public hearings, and other agenda items)
8. Informational Items/On-Going Project Updates
9. Future Agenda Items
10. Adjournment

**V. Agenda**

The agenda for regular and special meetings shall be prepared by the Planning Director who shall consult with the Chair of the Planning Commission.

The Planning Director shall ensure that each Commission member has received an agenda/packet at least three (3) days prior to the regular meeting. An agenda shall be distributed three (3) days prior to the regular meeting to each person having business to come before the Planning Commission, the press, and to such other persons as the Planning Director deems advisable.

**VI. Minutes**

Minutes of the meetings shall be prepared by the Clerk, approved by the Planning Commission members, and kept on file in the Planning Department for a minimum of five (5) years. Copies of the minutes shall be distributed to the Planning Commission members, and other interested agencies and individuals requesting such copy.

**VII. Rules of Procedure**

Except as outlined above, parliamentary rules shall govern the conduct of all scheduled matters.

**VIII. Adoption of Amendments**

These rules shall be adopted by Resolution of 4/5ths vote of the membership of the Planning Commission, and after adoption may be amended in the same manner.

**IX. Scheduled Time for Regular Planning Commission Meetings**

The set time for the Plumas County Planning Commission's regular meetings shall be the first and third Thursday of each month at 10:00am, unless budget constraints or lack of agenda items require that a lesser number of meetings be held, or if special meetings require a greater number of meetings be held.

**X. Special Meetings**

If the Commission wishes to call a special meeting, or set a special meeting time, action shall occur at a regularly scheduled meeting of the Commission at least 72 hours prior to the time the scheduled meeting is intended to be held, provided that all public hearing notice requirements are satisfied.

**XI. Attendance**

After three (3) consecutive unexcused absences by a Planning Commissioner, the Board of Supervisors shall be notified.

**PASSED AND ADOPTED** as a Resolution of the Plumas County Planning Commission at a meeting held on the 20<sup>th</sup> Day of November, 2025, by the following roll call vote:

AYES: *West, Foster, Lewis, Montgomery*

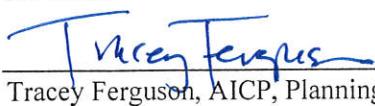
NOES:

ABSENT: *Spencer*

Said Resolution to be effective as of the 20<sup>th</sup> Day of November, 2025.

  
Harvey West, Chair  
Plumas County Planning Commission

ATTEST:

  
Tracey Ferguson, AICP, Planning Director