

## ARTICLE II

### OFFICERS AND THEIR DUTIES

#### SECTION 1.

The officers of the planning commission shall consist of a chairman, vice-chairman, and a secretary.

#### SECTION 2.

The chairman shall be the presiding officer at all meetings and hearings of the planning commission and shall perform his duties as described by proper parliamentary procedure.

#### SECTION 3.

Under parliamentary procedure, the chairman's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily arise in the course of proceedings and to announce the result of the vote; to protect the commission from unnecessary or frivolous motions by not recognizing them; to speed up proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice pertinent to pending business; and to authenticate, by his signature when necessary, all acts, orders, and proceedings of the commission.

#### SECTION 4.

The chairman shall conduct business only for the benefit of the commission involved and shall reflect no personal prejudice in any matter.

#### SECTION 5.

The vice-chairman shall assist the chairman in any way possible subject to the chairman's request. Upon the absence of the chairman, the vice-chairman shall automatically become the presiding officer of the commission.

SECTION 6.

The duties of the secretary are as follows: to keep records and minutes of each meeting or hearing of the commission; to keep a roll of the members and to call this roll when required; to notify officers and committees of their appointment and to furnish committees with all papers referred to them; to sign with the chairman all orders on the treasury authorized by the commission, unless otherwise specified by the chairman; to record the number of votes for and against each question put to vote; to indicate any absences or disqualifications from voting when a question is put to vote, and other duties which may be assigned to him.