

# Chair Cheat Sheet

## NEW BUSINESS

1. Chair opens the meeting and calls for roll to establish a quorum.  
*\*A quorum is the simple majority of members (not counting vacant seats). This means one more than half the members must be present. Please see Quorum Rules below.*
2. Chair hands it over to Staff for presentation.
3. Chair brings it back to Commission to ask questions of Staff.
4. Chair hands it over to Applicant and/or Agent for testimony.  
*\*Anyone wanting to speak must provide their name and address for the record.*
5. Chair brings it back to Commission for questions of the Applicant and/or Agent.
6. Chair opens Public Comment period. Each member of the public gets 3 minutes to speak to the Commission. *\*Anyone wanting to speak must provide their name and address for the record.*
7. Chair closes Public Comment period.
8. Chair brings it back to Commission for final questions and discussion.
9. Chair asks for a motion and second to recommend or deny the approval.
10. Chair asks if there's any discussion on the motion or if a Commissioner would like to make an amendment to the motion.
11. Commission votes on each proposed amendment.
12. Commission votes on main motion.

***Repeat steps 2 – 11 for each case/proposal listed on the agenda.***

## OLD BUSINESS

Once New Business is complete, the Chair moves to Old Business, which typically includes the adoption of minutes.

Chair asks for a motion to adopt the minutes. *\*Please reference steps 10-12 above.*

## OTHER BUSINESS

Once Old Business is complete, the Chair moves to Other Business, which typically includes items the Commission is needing to discuss or address, such as the election of officers. Other Business also allows any Commissioner to bring up an item or topic they would like to discuss with the entire Commission. Typically, the Commission will have a brief conversation on that item or topic, and then request that staff place it on the next regular agenda under New or Other Business for further discussion and possible action.

## QUORUM RULES

If your Commission has 8-9 filled seats, 5 make a quorum.

If your Commission has 6-7 filled seats, 4 make a quorum.

If your Commission has 5 filled seats, 3 make a quorum.

*\*Please reference your LUAC's webpage for confirmation on number of filled seats.*