

**HUMBOLDT COUNTY PLANNING COMMISSION RULES, CODE OF CONDUCT
AND ETHICS**

Adopted October 25, 2022

TABLE OF CONTENTS

**HUMBOLDT COUNTY PLANNING COMMISSION RULES,
CODE OF CONDUCT AND ETHICS**

1. <u>Purpose</u>	1
2. <u>Authority and Applicability</u>	1
3. <u>General Conduct</u>	2
4. <u>Order of Business</u>	4
5. <u>Procedure for the Conduct of Public Hearings</u>	4
6. <u>Rules for Action by Motion</u>	6
7. <u>Voting</u>	8
8. <u>Site Visits and Ex-Parte Contact with Commissioners in Administrative Adjudications</u>	9
9. <u>Planning Commission Officers and Duties</u>	10
10. <u>Humboldt County Planning Commission Code of Conduct and Ethics</u>	12

Humboldt County Planning Commission Rules

Purpose

The purpose of these rules is to facilitate public participation at hearings and to ensure fair, understandable, and efficient proceedings on matters before the Commission.

Authority and Applicability

Pursuant to Board Action taken on October 25, 2022, the Board of Supervisors has adopted “Procedures for the Conduct of Planning Commission Hearings.”

These Planning Commission Rules are developed and published in accordance with Government Code Sections 25003 and 65804, and Policy PG-P13 of the Humboldt County General Plan, and adopted by the Board of Supervisors in accordance with Government Code Section 65102.

These rules shall apply to the transactions of all business before the Commission. However, the rules are procedural only. A failure to follow these rules will not reverse an action of the Planning Commission.

General Conduct

Record.

All hearings will be recorded on video or by other technology and published on the County's website. Recordings and minutes will become a part of the public record. All correspondence or other non-confidential documents submitted to the Commission shall also be part of the public record.

Rights of the Public.

The public has a right to notice of the public hearing, to be present at meetings, to hear all of the dialogue related to any item on the agenda except for matters meeting the legal requirements for closed session, and to comment on any item that is on the agenda. All information and discussion received in closed session shall be confidential.

Standard of Civil Discourse.

If conducting a public hearing, the Commission is responsible to the public for scrupulously guarding its right to a fair and impartial public hearing, and to maintain the dignity and personal integrity of all who participate. Therefore, personal abuse of anyone will not be tolerated by the Commission. The Chair will require that procedure as set forth in these rules be followed.

Disorderly Conduct

If a person or persons willfully interrupts a meeting, and order cannot be restored by removal of such person(s), the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media will be allowed to attend the session, except for those participating in the disturbance. The Chair may readmit any person(s) not responsible for the disturbance.

Questions Through the Chair.

During the course of the hearing, commissioners, staff members, proponents, opponents, and other interested persons will direct all questions through the Chair. Direct questioning of other participants will be allowed at the discretion of the Chair.

Repetitious, Dilatory, or Profane Comments Prohibited.

The Chair will recognize and accept testimony from all who wish to speak. At the discretion of the Chair, repetitious and irrelevant testimony may not be accepted. Lengthy or repetitious letters and petitions may be filed with the Clerk so that the record will show the names of the persons supporting or opposing an issue.

Comments in Writing Encouraged.

Members of the public are encouraged to submit comments to the Planning Commission in writing, whether on the agenda or otherwise. When written materials are provided to the Commission during a meeting, an original and 10 copies are required to be distributed to Commission members, staff, and counsel, then considered and acted upon, or not acted upon, as deemed appropriate in the Commission's judgment. Members of the public submitting written comments are encouraged to provide additional copies for any other members of the public upon request.

Representation.

Any interested participants may be represented by counsel or agent authorized to speak on their behalf.

Exhibits.

All exhibits, documents or other physical evidence used by the applicant or other interested parties, and determined to be necessary and required, will become part of the record and retained by the Commission. Supplementary evidence will be returned, upon request, after the decision becomes final.

County Counsel.

The County Counsel or a designated deputy shall be legal counsel for the Commission. All questions of law from staff or Commissioners will be referred to the County Counsel's Office for an opinion, either in advance of the meeting, or, in the discretion of the Commission after a continuance of the item. To the extent authorized by law, consultation with counsel may occur in properly agendized closed session.

Conflicts of Interest.

Commission members shall abide by the Political Reform Act, all Fair Political Practice Commission rules and regulations, and all other applicable laws regarding conflicts. Commissioners are encouraged to consult with County Counsel, their own legal counsel, or the Fair Political Practices Commission to help them determine if conflict of interests may apply in advance of any meeting.

Any member with a disqualifying conflict of interest must comply with the Political Reform Act with the following acts:

- (i) Publicly state the nature of the conflict of interest in sufficient detail to be understood by the public;
- (ii) Recuse himself or herself from discussing and voting on the item; and
- (iii) Leave the room until the item has concluded, unless it is on the Consent agenda.

The member may be allowed to address the Commission as a member of the public if the matter concerns the member's personal interest. The disclosure will be noted in the official minutes of the hearing.

Order of Business

- (a) The Chair opens the hearing.
- (b) Roll Call.
- (c) Public comments on matters not on the agenda.
- (d) Approval of minutes not previously approved.
- (e) Review the Consent Calendar and pull matters for which Commissioners or members of the public request a hearing.
- (f) Public Hearing(s).
- (g) Correspondence and other matters.
- (h) Report of Planning Director.
- (i) Adjournment.

With agreement of the Commission, the above regular order of business may be suspended or varied at any time upon order of the Chair when he or she deems that it is in the public's interest to do so.

Procedure for the Conduct of Public Hearings

The hearings should be conducted as follows:

- (a) The Chair announces the item and opens the public hearing.
- (b) Declarations by Commissioners of any conflicts of interest, ex-parte contacts, or site visits.
- (c) The Planning Director or staff will present the staff report using visual aids and documents. The staff's written report will be available to the applicant and to the public prior to the hearing and will become part of the public record. Commissioners may direct any questions to staff regarding the presentation through the Chair.
- (d) The Secretary or other staff member presents communications concerning the application.

- (e) The applicant may then present statements amplifying the written application or to present supplemental information. The applicant's presentation is limited to 15 minutes, including any presentation by the applicant's counsel or representatives.
- (f) Any other member of the public may then speak on the matter. Each speaker is limited to 3 minutes. In the discretion of the Chair, time limits may be further limited or adjusted.
- (g) The applicant or his or her representative may then take three minutes, or such other time limited or extended in the discretion of the Chair, to respond to previous testimony or questions from the Commission.
- (h) NOTES ON TESTIMONY:
 - (i) Each speaker will approach the podium or raise their hand as instructed on Zoom and wait until recognized by the Chair. Speakers are encouraged but not required to state their name for the record.
 - (ii) All remarks must be directed to the Chair and Planning Commission as a body and not to any particular Commissioner or staff.
 - (iii) As a courtesy to speakers and to prevent intimidation, the Chair will discourage demonstrations such as applauding or "booing" during the meeting.
 - (iv) The Chair will preserve strict order and decorum; prevent threatening or disruptive verbal attacks on commissioners, staff, and/or citizens; and confine debate to the item under discussion.
 - (v) The Chair may authorize additional time for testimony at any time.
 - (vi) Rebuttal testimony by the applicant is limited to one round unless authorized by the Chair.
- (i) The public portion of the hearing is then closed by the Chair, and no further testimony taken, except for questions from the Commission to staff or the public. Once a public hearing is closed, it can only be reopened by a motion of the Commission.
- (j) The Commission will proceed with discussion, including clarification or explanation by the staff of points raised by members of the Commission. During discussion, Commissioners may, through the Chair, direct questions to those who offered testimony; the Chair will assure that responses are limited to answering the questions posed.

The Commission may then:

- (i) Vote upon the matter by either granting or denying it as presented; or
 - (ii) Grant it subject to conditions; or
 - (iii) Defer taking action on the matter and continue it to another time for further discussion and appropriate action.
- (k) The Commission may require a continuance of the hearing at any time during the proceedings. Prior to final action to continue, the Chair will determine if those present prefer to present their testimony during the hearing or delay to the date of continuance. Continuance may include a field trip.
- (l) Final decision will include findings required by statute or ordinance with reasonable factual determination pertinent to the issues involved. If the Commission votes in a manner that is not anticipated in staff recommendations, the Commission shall instruct staff to prepare a resolution and findings consistent with its decision for review and approval at a subsequent meeting. The review shall be solely for the purpose of ensuring consistency with the Commission's decision and shall not reopen the matter for decision.
- (m) The Chair will then call for the next agenda item.

Rules for Action by Motion

Business of the Commission is conducted by acting on motions by members of the Commission. A subject is introduced by a main motion and must be seconded. Once seconded and stated by the presiding officer, nothing else should be taken up until it is disposed of. Long and involved motions should be submitted in writing. Once a motion is stated, the moving Commissioner may withdraw it with the consent of the Commissioner seconding the motion.

While a main motion is considered, other parliamentary motions may be made if they affect either the main motion or the general conduct of the meeting. The motions most frequently used are described in general below, but it should be noted that there are exceptions and modifications that cannot be included in this brief text.

(a) Amend.

Debatable; majority vote. Used when the intention is to change, add, or omit words in the main motion.

Amend the amendment: Used to change, add or omit words in the first amendment. This motion cannot itself be amended.

Method: The first vote is on the amendment to the amendment. The second vote is on the first amendment either as changed or as originally proposed, depending

on the first vote. The third vote is on the main motion either as introduced or as amended.

(b) Refer.

Debatable; majority vote. If a motion becomes too complicated through amendments or if more information is needed, a motion may be made to refer it to a committee or staff for study or redrafting. The committee or staff must report back or act as instructed.

(c) Postpone.

Debatable; majority vote. Consideration of a motion can be delayed until a more suitable time, until other decisions have been made, or until more information is available, by a motion to postpone to a stated future time.

(d) Lay on the table.

Not debatable; majority vote. I move that we table this motion. This postpones consideration in such a way that the motion can be taken up again in the near future if a majority decides to "take it from the table."

(e) The previous question.

Not debatable; two-thirds vote. I move the previous question. This motion is used to end debate that has become lengthy or repetitious. When it is seconded, the presiding officer immediately puts the question on closing debate. If this receives a two-thirds vote, the pending motion is voted on at once without further discussion.

(f) Reconsider.

Usually debatable; majority vote. A vote may be reconsidered through this motion, which must be made on the same day or the next regular meeting by someone who voted on the prevailing side. A motion can be reconsidered only once. The first vote is on whether the motion should be reconsidered. If this passes, the second vote is on the motion itself. If a vote on the motion itself is necessary, it must occur at a properly noticed and agendized subsequent meeting.

(g) Point of order and appeal.

A member of the Commission who feels the rules are not being followed may call attention to the breach by rising, raising their hand, and saying: Point of order. The Chair responds: "State your point of order." Upon hearing it, the Chair may say: "Your point is well taken," or "Your point is not well taken."

One dissatisfied with the ruling may appeal to the Commission as a whole for a final decision. If the decision of the Chair is sustained: This appeal is debatable, and the presiding officer may enter the debate without giving up the Chair. A majority of no votes is necessary to reverse the ruling; a tie sustains it.

(h) Questions and inquiries.

Whenever necessary, advice may be asked as to correct procedures (parliamentary inquiry), facts may be requested (point of information), or a change may be sought for comfort or convenience (question of privilege). The presiding officer responds to the question or refers it to the proper person.

(i) Adjourn.

Usually not debatable; majority vote. If there is no further business at the time set for adjournment, the presiding officer declares the meeting adjourned without waiting for a formal motion. A member may move to adjourn at any time except when a speaker has the floor or a vote is in process. If the motion carries, the meeting is immediately adjourned.

If further clarification is required, reference can be made to [Rosenberg's Rules of Order](#).

Voting

The vote needed to pass a motion or elect an official is based on the votes actually cast.

- (a) General Consent. By using general consent, a formal vote can be avoided on routine matters where there is no opposition. The presiding officer says: "If there is no objection" (pause), and declares the decision made.
- (b) Voice Vote. Subject to the will of a majority of the Commissioners in attendance, the Chair may call for a voice vote (aye or no) on a motion. Following the vote, the Chair will summarize the vote. A voice vote should not be used where more than a majority is needed.
- (c) Calling the Roll. Subject to statute or the will of a majority of the Commissioners in attendance, the Chair may require that the roll be called in voting on a motion. For meetings held pursuant to Assembly Bill 361, all votes shall be taken by roll call.
- (d) Majority, Disqualification, and Abstentions.

Majority Required. A motion will always require a minimum of three votes to pass, which is a majority of the three-person quorum.

Disqualification due to conflict of interest. Commissioners who are disqualified due to a conflict of interest may not be counted toward a quorum, and their abstentions may not be interpreted as support for, acquiescence in, or opposition to any actions taken by the Council.

Abstention by choice. Commissioners who are present and entitled to vote, but who abstain, are counted towards a quorum. Commissioners who abstain by choice are deemed to acquiesce in the conclusion reached by the Commission

and their votes may not be counted as a concurring or dissenting vote. Commission decisions require majority support from the members who actually cast votes, not from those entitled to vote. (94 Ops.Cal.Atty.Gen. 100 (2011); 62 Ops.Atty.Gen. 698 (1979); *Martin v. Ballinger* (1938) 25 Cal.App.2d 435.)

Examples:

Assume four commissioners are present and one commissioner is disqualified due to a conflict of interest. There is no quorum and the Commission may not act.

Assume one commissioner is absent. A motion receives three affirmative votes, two negative votes, and one abstention. The motion would carry three to two (the abstention is not counted). A majority of the quorum voted in favor of the motion. In contrast, a motion receiving three affirmative votes and three negative votes would not carry.

- (e) Tie Vote. If the vote on a motion is tied, the Chair calls for any further motions of any member on the subject. If none, or further motions also result in a tie vote, the Chair will call for a motion to declare the Commission deadlocked. If the declaration is passed by a majority of a quorum, or if the vote is also a tie vote, the Chair will declare a deadlock. The declaration of a deadlock is considered a denial of the matter, appealable to the Board of Supervisors to the same extent and manner as if the Commission denied the request.

Site Visits and Ex-Parte Contact with Commissioners in Administrative Adjudications

The Planning Commission acts as an administrative adjudicatory capacity when it considers the application of rules and standards established by state law or county ordinance to specific property for purposes of granting or denying a permit, right or other entitlement, such as a use permit, coastal development permit, variance, or tentative subdivision map or parcel map. The Commission’s Rules of Procedure are intended to assure that the applicant and all other interested parties receive a fair hearing and due process in administrative adjudications, in an open and transparent manner, based solely on evidence in the public record. Ex-parte communications are communications made in private with interested parties or their representatives, either in support or opposition, concerning the matter under consideration, and are prohibited unless disclosed so that all other interested parties have the opportunity to adequately respond.

- (a) Site Visits by Individual Commissioners.

Site visits by individual commissioners are encouraged prior to public hearings. Commissioners shall describe for the record any individual site visit and summarize any observations made during the course of the site visit. Commissioners engaging in any ex-parte communications or making individual site visits should refrain from discussing how they intend to vote on the matter, and should defer judgment until they have heard all the evidence at the public hearing.

Ex-Parte Communications.

Commissioners will exercise care in personal contacts and telephone calls concerning substantive issues relating to administrative adjudication matters outside of the public hearing and should inform persons contacting them to make their information or objections known at the public hearing, orally or in writing to the Commission. Commissioners will inform those present prior to the opening of a public hearing of any independent contacts they have had on a matter before the Commission and the content of communication and information exchanged during such contacts.

Planning Commission Officers and Duties

(a) Election and Terms of Office.

- (i) The Commission shall elect officers in November of each year and the results take effect at the first Planning Commission meeting in January. At the November meeting, the Commission votes on appointment of a Chair and Vice-Chairperson for the coming year. Support staff in the Planning Division act as the Commission's Recording Secretary.
- (ii) The officers will be elected by majority vote of the Commission, and will hold office for one year, beginning with the first meeting of the calendar year.
- (iii) In the absence of the Chairperson and the Vice-Chairperson, the members present shall select one of their number to act as Chairperson pro-tem.

Duties of Officers.

- (i) *Chair.* The Chair opens and presides at all meetings of the Commission, welcomes the public and briefly summarizes Commission procedures; moderates all discussion; leads Commission deliberations; signs all records of Commission action; and calls special meetings. The Chair will preserve order and decorum at meetings.
- (ii) *Vice Chair.* In the event of the absence of the Chair or of his or her inability to act, the Vice Chair will perform the duties of the Chair.
- (iii) *Secretary.* The Secretary will maintain minutes of meetings and record all hearings and official actions.
- (iv) All *Commissioners* must receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. Gov. Code § 53235(a) and (b).

- (v) All *Commissioners* are required under The State Political Reform Act, Gov. Code § 87200, to file an annual statement of economic interest form, Form 700.

Meetings.

- (i) The Commission will hold its meetings in the manner required by Government Code Sections 54950-54963, the Ralph M. Brown Act.
- (ii) The Brown Act requires that Planning Staff post the agenda for each regularly scheduled Commission meeting at a place accessible to the public at least 72 hours prior to the scheduled meeting.
- (iii) Regularly scheduled meetings occur on the 1st and 3rd Thursdays of each month. They begin at 6:00 p.m. and conclude promptly at 9:30 p.m. All meetings take place in the Board Chambers at the county courthouse.
- (iv) Study Sessions, which provide Commissioners with information to help them perform their regular duties.
- (v) Special Meetings can be called at any time by the Chair or majority of the full Commission. Written notice of the special meeting must be mailed to each member of the Commission and the Board of Supervisors, and sent to a newspaper of general circulation. The notice shall state the time, place, and business to be transacted at the meeting, and no other business shall be considered. The written notice must be posted at least 24 hours prior to the special meeting in a location that is accessible to the public. Special meetings must follow the minimum public notice requirements for any scheduled hearing items.
- (vi) Where official actions are properly based on findings, the findings become a matter of record.
- (vii) A quorum for conducting business of the Commission is four members. A Quorum must be present at all public hearings in order to hear and take action on the scheduled hearing items. For “quasi-judicial projects,” like discretionary permits, a majority of those present can approve the project. For “legislative projects,” like Zone Reclassifications or Plan Amendments, a majority of the full Commission must vote for the proposal prior to the Board of Supervisors holding a final hearing on the proposal.
- (viii) In the absence of a quorum, the meeting may be adjourned in the manner prescribed by Government Code Section 54955. Notice of adjournment will be given as required by law.
- (ix) Public Hearings.

- A. Each application or Commission initiated action filed in proper form with the required data will be placed upon the calendar of the Commission by the Secretary and set for public hearing.
- B. The Commission, under guidance from the Chair, will attempt to remain on schedule but will at all times be free, in accordance with these Rules, to accept additional testimony and to undertake discussion that will assist it in rendering a proper decision on any matter before it.
- C. An application or Commission initiated action may be advanced for hearing by order of the Commission on reasons being shown which affect public safety, public welfare, or public interest.

Meeting Agendas

- (i) Matters specified in Government Code section 65103 (a) through (f) shall, as necessary, be placed on the agenda for consideration by the Planning Commission as directed by the Director of the Planning and Building Department.
- (ii) If a member of the Planning Commission proposes consideration of a matter outside the scope of items placed on the agenda in accordance with the previous subsection (i) above,
 - A. The member shall contact a member of the Board of Supervisors and request that a Board member-initiated item be placed on the agenda. The Planning Commissioner making the request shall provide sufficient information to the Supervisor to help facilitate a thorough understanding and robust discussion of the item.
 - B. If the Board of Supervisors approves Planning Commission consideration of the item, Planning staff shall prepare a report for the Planning Commission.

Humboldt County Planning Commission Code of Conduct and Ethics

Intent and Purpose.

To assure public confidence in the integrity of local government and its effective and fair operation, this Code of Conduct and Ethics provides a framework for actions and decision-making by Planning Commissioners and represents a commitment to uphold a standard of integrity beyond that required by law. The citizens of Humboldt County are entitled to a fair, ethical, and accountable local government which has earned the public's full confidence for integrity, and to ensure the effective functioning of democratic government, the Board of Supervisors requires that:

- a. Public officials, both elected and appointed, comply with both the letter and

spirit of the laws and policies affecting the operations of government;

- b. Public officials be independent, impartial, and fair in their judgment and actions;
- c. Public office be used for the public good, not for personal gain; and
- d. Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

Commitment to Diversity, Equity, and Inclusion.

The County of Humboldt recognizes diversity and inclusion as essential to the attainment of its organizational goals and is committed to building a positive and inclusive climate that promotes engagement and prioritizes the safety and belonging of staff and residents. Inappropriate conduct toward others, discrimination, sexual harassment, general harassment (non-sexual; verbal or physical, toward individuals or groups), and retaliation are contrary to the values of the County of Humboldt. As such, all members of the county workforce, boards, and commissions, are responsible for conducting themselves in accordance with this commitment.

To institutionalize this commitment and encourage continued staff development, on July 19, 2022, the Humboldt County Board of Supervisors added diversity education to its list of required training. Required diversity education currently includes, but is not limited to:

- Racial Equity: Common Terms
- Education in the domain of implicit bias
- Education in the domain of microaggressions
- Education in the domain of implicit bias
- Education in the domain of cultural humility

Additional required education includes:

- AB 1234 Ethics Training for Local Officials (2 hours)
- Sexual Harassment and Abusive Conduct Training (2 Hours)

In recognition of the important historical role of local tribal communities, mandatory, on-boarding education will include the following:

- History and Hope
- History of Native California

This education may be delivered virtually or in-person and it is expected that members of county boards and commissions work with the Office of Human Resources to satisfy these education requirements and any future training requirements adopted by the

Board of Supervisors including but not limited to those related to Diversity, Equity, and Inclusion.

Principles and Standards.

The principles and standards of ethical conduct for the County of Humboldt's Planning Commissioners are hereby established as set forth below.

- a. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, Commissioners will work for the common good of the people of the County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Commission.
- b. **Comply with the Law.** Commissioners shall comply the laws of the nation, the State of California, and the County of Humboldt in the performance of their public duties.
- c. **Commissioner Conduct.** The professional and personal conduct of Commissioners must be above reproach and by the law must avoid even the appearance of impropriety, which is critically important for maintaining a positive and productive image of county governance. While it is understood that Commissioners enjoy First Amendment rights, they should practice civility and decorum in discussions and debate, and refrain from abusive conduct, personal charges, unsubstantiated allegations, disclosure of confidential information, or verbal attacks upon the character or motives of other Commissioners, boards, staff, or the public which has the effect of disrupting the County's business and bringing the County's government into disrepute.
- d. **Respect for Process.** Commissioners shall perform their duties in accordance with the processes and rules of order established by the Board governing the deliberation of public policy issues.
- e. **Decisions Based on Merit.** Commissioners shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. Commissioners are free to apply personal ideology to their deliberations but shall not allow personal feeling about a matter before the Commission to affect their judgment.
- f. **Conflict of Interest.** In order to assure their independence and impartiality in the County's best interest, Commissioners shall not use their official positions to influence decisions in which they have a conflict of interest of any nature. All Commissioners shall use their best efforts to refrain from creating even the appearance of impropriety in their actions and decisions. No Commissioner shall engage in any business, transaction or activity, or have a financial interest, which is in conflict with the proper discharge of official duties, which would tend to impair independence of judgment or action in the performance of official duties, which creates the appearance of such conflict, or which otherwise violates applicable County policies or

state or federal law. To protect against conflicts of interest, or the appearance thereof, the County expects all Commissioners to comply with state-mandated gift reporting requirements and any related County policies. Any Commissioner who has questions about laws or County policies related to conflicts of interest should direct these to the County Counsel.

- g. **Confidential Information.** Commissioners shall respect the confidentiality of information concerning the property, personnel, or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their political, personal, financial, or other private interests.
- h. **Use of Public Resources.** Commissioners shall not use public resources, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.
- i. **Advocacy.** Commissioners shall represent the official policies or positions of the entire Planning Commission, to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Commissioners shall explicitly state they do not represent the opinion of the entire Commission.
- j. **Positive Environment.** Commissioners shall support the maintenance of a positive and constructive environment for County employees, private citizens and businesses dealing with the Commission. Commissioners shall recognize their role in individual dealings with County employees and the public.
- k. **Policy Role of the Planning Commission.** Commissioners shall respect and adhere to the Board – County Administrative Officer structure of the County of Humboldt government. In this structure, the Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards and commissions and County staff. Commissioners shall not interfere with the administrative functions of the County or the professional and legal duties of County staff, nor shall they impair the ability of staff to implement Board-policy decisions.

Code and Ethics Violations.

Should a commissioner's behavior not comply with the code of conduct then the Chair of the Commission shall address such behavior in the moment. Should it be the Chair's conduct that is in question, any member of the commission can call for a pause to discuss the conduct and make a point of order to correct the behavior(s) to comply with the rules of order and/or code of conduct.

No action of the Planning Commission will be reversed solely by a failure to follow these rules.

All activities of the Planning Commission are subject to the applicable sections of the

Humboldt County Code and applicable laws of the State of California. In any conflict with these rules, the Humboldt County Code, the laws of the State of California and the Constitutions of the State of California and the United States of America, shall prevail.