

**CITY OF WEST DES MOINES  
MEMORANDUM**

**TO:** Chair Drake and Members of the Planning and Zoning Commission  
**FROM:** Linda Schemmel, Development Coordinator  
**DATE:** October 24, 2022  
**RE:** Item 3a – Conflict of Interest and Rules of Procedure

As background information on the Approval of the Minutes for the September 26, 2022 meeting, Applicable sections of the Rules of Procedure on abstaining from a vote are included below.

**4. DECISION-MAKING**

**4.1.2 Abstentions Due to Conflicts of Interest**

*If it is determined by any member of the Planning and Zoning Commission that he or she has a conflict of interest on an agenda item, said member shall so declare the nature of their conflict prior to commencement of discussion of the agenda item. Upon declaration of their conflict of interest they shall excuse themselves from the dais. They shall have the right to address the Commission from the floor. Abstentions due to conflicts of interest shall not count as votes for the purpose of determining whether there has been an affirmative vote of a majority of the members present, but shall be counted for the purpose of determining whether a quorum is present. The vote of member(s) who abstain due to conflict of interest shall be registered as an abstention.*

**4.1.7 Passing on a Vote/Abstentions Not Due to a Conflict of Interest**

*Any member of the Planning and Zoning Commission who has not declared a conflict of interest but casts a “pass” vote or abstains from voting shall have that vote registered as a no vote.*

Staff will also be providing a printed copy of the Planning Commission’s Rules of Procedure to the Commission members at the meeting.

Cc: Lynne Twedt, Director Development Services