

## EXHIBIT A

### PROCEDURAL RULES FOR THE CONDUCT OF HEARINGS BEFORE THE LA MESA PLANNING COMMISSION

Hearings before the La Mesa Planning Commission will be conducted in general conformance with the following procedural rules:

- Step 1: The Chair will announce the matter to be considered and whether or not a staff report thereon was furnished to the Commission.
- Step 2: A staff representative may be called upon by the Chair to describe the issue and give synopsis of the staff report and recommendation, if any
- Step 3: The Chair will announce the order in which testimony will be received by the Planning Commission and give general directions as to presentation of testimony.
- Step 4: Statements in support of the matter may be presented.
- Step 5: Statements in opposition to the matter may be presented.
- Step 6: Rebuttal may be permitted at the option of the Chair.
- Step 7: Issues before the Commission may be clarified by members of the Commission.
- Step 8: The hearing may be either closed or continued (no further testimony from the audience will be permitted after closing of the hearing).
- Step 9: After the closing of the hearing, the Commission will do one or more of the following:
  - a) Move to act on the issue before it, followed by discussion and deliberation, then voting on the motion; or
  - b) Re-open the hearing with or without further discussion; or
  - c) Re-open the hearing and continue it to a date certain; or
  - d) Postpone the decision to a date certain as provided by law.