

MODEL PLANNING COMMISSION BY-LAWS

[Name of Jurisdiction] PLANNING COMMISSION BYLAWS

Article I - The Planning Commission

SECTION 1 - NAME

The official name of the Commission shall be the **[Name of Jurisdiction]** Planning Commission.

Article II - Officers

SECTION 1 - ELECTIONS

Annually, at the regular meeting of the Planning Commission held in January, the Commission shall elect a President, Vice-President and Secretary.

SECTION 2 - PRESIDENT

The President shall preside at meetings of the Planning Commission and at public hearings and meetings called by the Planning Commission. The President shall call special meetings of the Planning Commission as required and shall transmit reports, plans, recommendations, and other documents from the Planning Commission to the appropriate authorities or bodies. The President shall act as spokesperson for the Planning Commission.

SECTION 3 - VICE-PRESIDENT

The Vice-President shall perform such duties and functions as may from time to time be required by the Planning Commission.

SECTION 4 - SECRETARY

The Secretary shall perform such duties and functions as may from time to time be required by the Planning Commission, including recording, maintaining and distributing the minutes of each meeting, and sending notices and agendas to members in a timely fashion.

SECTION 5 - ADDITIONAL DUTIES

The President and Vice-President shall perform such other duties and functions as may from time to time be required by the Planning Commission.

SECTION 6 - REPLACING OFFICERS

In the event of the death, resignation, or removal of the President or Vice-President, the Planning Commission shall elect one of its members to complete the unexpired term. A three-fifths majority of the total membership of the Commission may, at any regular meeting, remove the President or Vice-President from office, provided that a new election to fill the remaining term of office is immediately held.

SECTION 7 - TERM OF OFFICE

The President may not serve more than two consecutive one-year terms.

SECTION 8 - NOMINATING COMMITTEE

A nominating committee shall be established during the January Annual Meeting to make recommendations for appointments to the Planning Commission and Planning Commission officers.

Article III - Meetings

SECTION 1 - REGULAR MEETING

The regular meeting of the Planning Commission shall be held on the fourth *[Insert day of week]* of each month, except December, in a place and at a time designated by the Commission. In the event that the fourth *[Insert same day of week]* of the month shall fall on a holiday or any other day when the County Courthouse/Municipal Building will be closed, the regular meeting of the month shall be held on the third *[Insert a different day of the week]* of the month.

SECTION 2 - SPECIAL MEETINGS

Special meetings of the Commission may be called by the President or by at least two members upon request to the Secretary. Whether called by the President or by two or more members, the Secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting, but written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting or if all the members are present at the special meetings.

SECTION 3 - QUORUM

In order to conduct a commission meeting, a quorum of the members must be present. A majority of the members of the commission shall constitute a quorum. No action of the Commission shall be official unless authorized by a majority of the members present at a regular or properly called special meeting.

SECTION 4 - TEMPORARY CHAIRMAN

In the event of a quorum for a meeting and the absence of both the President and Vice-President, any member may call the meeting to order for the purpose of electing a temporary chairman by a simple majority of those present.

SECTION 5 - PROCEDURES FOR CONDUCTING MEETINGS

Roberts Rules of Order, current addition, shall be the parliamentary authority of the Planning Commission meetings.

Article IV - Informing Governing Body of Members' Absence

SECTION 1 - INFORMING COUNTY COMMISSION/COUNCIL OF MEMBERS' ABSENCE

The President shall automatically send a letter to the County Commission/City Council to inform them when any member fails to attend three (3) consecutive regularly scheduled meetings or any five (5) regular meetings in a calendar year.

Article V - Separability

SECTION 1 - SEPARABILITY

The invalidation of any article or any section of any article shall not invalidate any other portion of these Bylaws.

Article VI - Amendments to the Bylaws

SECTION 1 - AMENDMENTS

These Bylaws can be amended at any regular meeting by a two-thirds vote provided that the amendments have been submitted in writing at the previous meeting.

Approved by:

President Date

Secretary/Treasurer Date