

# **BYLAWS PLANNING COMMISSION**

## **ARTICLE 1**

### **Name**

The name of this organization shall be the Benton County Planning Commission.

## **ARTICLE 2**

### **Function**

The Commission shall assist the Benton County Board of Commissioners, and shall have the following powers and duties:

- (1) Prepare recommendations for the Board of Commissioners regarding proposed amendments to the County's land use and development regulations;
- (2) Make decisions on certain quasi-judicial land use matters;
- (3) The Commission shall serve as the Committee for Citizen Involvement (CCI).

## **ARTICLE 3**

### **Membership**

#### **Section 1. Number and Selection.**

The Commission shall consist of nine (9) members, appointed by the Board of Commissioners.

#### **Section 2. Terms of Office.**

Terms shall be four (4) years. Any member may serve two (2) successive terms (not inclusive of any appointment to an unexpired term) if reappointed by the Board of Commissioners. Terms begin on January 1 and end on December 31. Terms shall be staggered.

#### **Section 3. Responsibilities.**

Commission members shall regularly attend meetings of the Commission and any meetings of the subcommittees to which they are appointed, and shall fulfill other duties as appointed by the Chair.

#### **Section 4. Termination of Membership.**

The Board of Commissioners may remove Commission members as follows:

- (1) Failure to attend three or more consecutive regular Commission meetings.
- (2) For cause following public hearing, for reasons including, but not limited to:
  - (a) Commission of a felony;
  - (b) Corruptness;

- (c) Intentional violation of open meetings law;
  - (d) Failure to declare conflicts of interest;
  - (e) Incompetence.
- (3) Without cause pursuant to Benton County Code chapter 3.035.

**Section 5. Vacancies.**

The Board of Commissioners shall make appointments to fill vacancies as they occur. Such appointments shall be for the duration of the unexpired term of that position.

**ARTICLE 4  
Officers**

The following officers shall be elected from the Commission membership during the first meeting of each calendar year:

Chair: The Chair shall have the responsibility of conducting all meetings and hearings in an orderly manner. The Chair may not initiate or second a motion.

Vice Chair: The Vice Chair shall be responsible for conducting the meetings and hearings in the absence of the Chair.

The Development Director of Benton County, or his/her designee, shall serve as the Recording Secretary to the Commission and shall keep a permanent record of proceedings of the Commission.

**ARTICLE 5  
Subcommittees**

**Section 1. Creation of Subcommittees.**

The Commission shall have the power to create subcommittees with such responsibilities as the Commission directs.

**Section 2. Naming of Subcommittees.**

The Chair shall appoint and charge each subcommittee with its responsibilities, shall appoint the members of the subcommittee, and shall appoint the chair of the subcommittee in the event the subcommittee consists of more than one person. The subcommittee chair shall be responsible for scheduling meetings, assigning specific tasks within the mandate of the subcommittee, and reporting to the Commission concerning the work of the subcommittee.

**ARTICLE 6  
Advisors**

The Commission and the subcommittees may call on lay citizens and professionals as advisors without voting rights to provide technical assistance, participate in deliberations, and attend meetings to the extent deemed appropriate by the Chair.

## **ARTICLE 7**

### **Meetings**

#### **Section 1. Regular Meetings.**

Meetings shall be open to the public, and shall be regularly scheduled monthly. All foreseeable absences should be reported promptly in advance to the Recording Secretary. Meetings of the CCI shall be at least once every three (3) months, and shall be scheduled to coincide with the regularly scheduled meetings of the Commission.

#### **Section 2. Special Meetings.**

Special meetings may be called by the Chair, the Vice Chair in the Chair's absence, by a majority of the membership, or by the Board of Commissioners by giving the members and the press written or verbal notice at least three (3) days before the meeting.

#### **Section 3. Quorum.**

A quorum shall consist of five (5) members of the Commission. All business conducted with a majority vote of the quorum shall stand as the official action of the Commission. If both the Chair and Vice-Chair are absent at any meeting, the Commission shall elect a temporary Chair for that particular meeting.

#### **Section 4. Voting.**

Motions may be made and seconded by any member of the Commission except the Chair. Each Commission member shall vote unless there is a recognized conflict of interest or unless the Commission member was unable to consider the full record in the matter, in which situations the Commission member shall abstain. An abstention shall not be considered to be a silent vote. A silent vote shall count as an affirmative vote. A majority vote of those present shall be required to pass any motion before the Commission. All voting shall be by calling of the roll by the Recording Secretary.

#### **Section 5. Agenda.**

The Chair, with the assistance of the Development Director, or his/her designee, shall prepare the agenda of items requiring Commission action, and shall add items of business as may be requested by individual Commission members and/or the Board of Commissioners. The order of business at all meetings shall be set forth in a Rule of Procedure.

#### **Section 6. Notice.**

All members shall be given written notice of time, date, location, and purpose of the meetings at least three (3) days before a regular Commission meeting, and written or verbal notice at least three (3) days before a special meeting. In the event a member is provided with less than three (3) days written notice of a regular meeting, or less than three (3) days actual notice of a special meeting, and objects to the proceedings based on a lack of adequate notice, all business conducted at that meeting shall be reconsidered at the next regular meeting or at a special meeting called with adequate notice.

#### **Section 7. Minutes.**

Minutes recording all motions and subsequent action including the number of yes or no votes on each issue shall be taken. In addition, all conflicts of interest shall be noted. Minutes of all meetings shall be maintained by the Community Development Department.

**ARTICLE 8**  
**Public Records and Meeting Law**

The Commission is a public body for the purposes of ORS Chapter 192, and is subject to the statutory procedures related to public records and meetings.

**ARTICLE 9**  
**Parliamentary Procedure**

The current edition of Robert's Rules of Order shall govern the Commission where not inconsistent with these bylaws or any special rules of order the Commission shall adopt.

**ARTICLE 10**  
**Conflict of Interest**

A conflict of interest shall be declared by any member who has a conflict of interest as defined by Oregon law prior to taking any action on the matter causing the conflict.

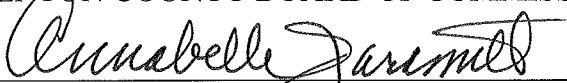
**ARTICLE 11**  
**Bylaw Amendments**

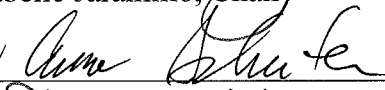
These bylaws may be amended by the Board of Commissioners upon its own motion. Prior to an amendment, the Board of Commissioners may request a recommendation from the Commission which may recommend changes at any regular meeting of the Commission by a two-thirds vote of the membership, provided that the recommended amendment has been submitted in writing to the Commission members no later than three days before the regular meeting.

Adopted this 16<sup>th</sup> day of August, 2016.

Signed this 16<sup>th</sup> day of August, 2016.

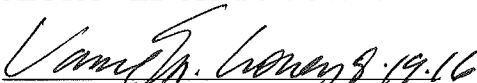
BENTON COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Annabelle Jaramillo, Chair

  
\_\_\_\_\_  
Anne Schuster, Commissioner

  
\_\_\_\_\_  
Jay Dixon, Commissioner

APPROVED AS TO FORM:

  
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Vance Croney, County Counsel