

PLANNING AND ZONING

BY - LAWS

ARTICLE I: NAME

The name of the commission shall be the PLANNING AND ZONING COMMISSION and shall herein be referred to as the COMMISSION.

ARTICLE II: AUTHORITY

The authority to establish the COMMISSION is found in the City Charter, Article 9, Section 9.03 and 9.04

ARTICLE III: PURPOSE

The purpose shall be to advise and make recommendations to the City Council and the city staff as to the general planning and zoning of the City and to serve as the preliminary authority over platting and subdividing of land within the city limits and the extra-territorial jurisdiction of the City.

ARTICLE IV: MEMBERSHIP

Section 1. Appointment

Members of the COMMISSION shall be appointed by the City Council at a regular meeting of the City Council.

Section 2. Number of Members

There shall be seven members appointed to the COMMISSION.

Section 3. Term

Unless otherwise terminated, the term of office shall be two years. The terms shall be staggered so as to allow four members to be appointed in an odd year and three to be appointed in an even year.

The terms shall run from January 1, 19XX to December 31, 19X2.

No member may be appointed for more than three consecutive terms but may be reappointed after a break of not less than one year.

All members must be residents of the City and may not remain on the COMMISSION once said residency ceases.

No member shall serve on more than one formal city council committee or commission either appointed or elected set up or authorized by the City Council.

Section 4. Vacancies

Any member of the COMMISSION may be removed by a majority vote of the City Council at any time with or without cause.

Any member that is absent from more than three meetings within an appointment year, unless excused for reasons of health, shall be deemed to have vacated their office.

In the event of a vacancy, the City Council may appoint a person to fill the remainder of the unexpired term.

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ARTICLE V: MEETINGS

Section 1. Notice of Meetings

Notice of all regular meetings shall be delivered to each member of the COMMISSION at least five days prior to said regular meeting.

Notice of any meeting shall be posted at least 72 hours prior to said meeting at City Hall. The notice shall be delivered to the City Secretary, or designee, in a timely manner so as to allow such posting.

All meetings shall be in accordance with the Open Meetings Act of the State of Texas.

Section 2. Regular Meetings

There shall be at least one regular meeting a month. This meeting shall be set as to a particular day of the month by action of the COMMISSION through an agenda item specifically for said action.

Section 3. Special Meetings

Special meetings may be called from time to time at the COMMISSION'S direction.

Section 4. Place of Meetings

The place of all meetings shall be at City Hall unless otherwise determined by the COMMISSION.

Section 5. Quorum

No meeting of the COMMISSION shall be held or continued unless a quorum is present. Four members shall constitute a quorum.

Section 6. Order of Business

The COMMISSION may determine it's own order of business beyond certain basic requirements for both regular and special meetings. Those requirements are listed below:

REGULAR MEETING

1. Call to Order
2. Roll Call
3. Consideration of previous meeting(s) minutes
4. Citizen comments
5. Commission business
6. Reports and comments
7. Adjournment

SPECIAL MEETING

1. Call to Order
2. Roll Call
3. Statement of reason(s) for the meeting
4. Citizen comments
5. Commission business
6. Reports and comments
7. Adjournment

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ARTICLE VI: OFFICERS

Section 1. Appointment of Officers

The COMMISSION shall select certain officers as the COMMISSION feels is necessary, except that there shall be a Chairman, Vice-Chairman and Secretary (may be city staff member) of the COMMISSION at all times.

The COMMISSION shall elect all officers by means of a majority vote of the quorum.

Section 2. Term

The term of said officers shall be two years. The election of said officers to be held in January or February of each year depending on the timeliness of appointments made by the City Council.

Section 3. Duties

The duties of all officers will be consistent with the common duties of said office. The COMMISSION shall have the power to assign any additional duties as may be required from time to time.

ARTICLE VII: CITY STAFF

The City Manager or designee, will be available to the COMMISSION and may attend all meetings. The City Manager may also make available to the COMMISSION additional staff members as the need arises.

The staff of the City shall be allowed direct input in all discussions of the COMMISSION, but shall not have a vote.

ARTICLE VIII: SPECIAL COMMITTEES

The COMMISSION shall have the authority to appoint special committees as the COMMISSION deems applicable. The COMMISSION shall instruct these committees as to their proper function and shall be responsible to the City Council for the actions of said appointed committees.

ARTICLE IX: AMENDMENTS

The COMMISSION made by a majority vote of the full membership amend these bylaws subject to the review of the City Manager and the approval of the City Council.

ARTICLE X: CITY COUNCIL RIGHTS

The City Council reserves the right to review, amend, delete, change or add to these bylaws by formal action. The City Council has the ultimate authority to revoke any decisions or to deny or agree to any requests made by the COMMISSION.

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PASSED AND APPROVED THIS

DAY OF

, 1988

Leon Stewart
Leon Stewart, Chairman

Willie Speen
Willie Speen, Vice-Chairman

Dr. Roger Laffen
Dr. Roger Laffen

Faye Dockery
Faye Dockery

Jim Feather
Jim Feather

Paul L. Pearce
Dr. Paul Pearce

Ike Williams
Ike Williams

PASSED AND APPROVED THIS

DAY OF

, 1988.

Signed By:

Daryl Janicek
Daryl Janicek, Mayor

Attest:

Josh Collier
Josh Collier, City Secretary