

Planning Commission Update of By-Laws

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Purpose of By-Laws



Efficient, Effective, Responsive

Definition (Webster's)

a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs

Application

Guidelines adopted by the Planning Commission governing how it conducts its business

Purpose of By-Laws



Efficient, Effective, Responsive

Ordinance No. 118 establishes the purpose and role of the Planning Commission – its “job description”

Planning Commission By-Laws describe how the Commission performs its assigned roles

Purpose of By-Laws



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Typical Elements of By-Laws

- Meeting structure
- How meetings are conducted
- Election of officers
- Voting protocols
- Minutes and documentation
- Sub-committees

The Need for an Update



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2005: By-Laws last updated

2012: Planning Commission merged with Parks and Recreation Advisory Committee and Farmland Natural Area Advisory Committee

2012: Ordinance No. 118 updated to reflect Committee changes

Planning Commission By-Laws have not been updated and are inconsistent with ordinance

The Need for an Update



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Precedence is as follows:

1. State Statute
2. County Ordinance and Policies
3. Committee By-laws

Packet Version (existing by-laws)

- Yellow – inconsistent with current Ordinance
- Blue – expands beyond what Ordinance provides, focuses on business operations
- No color – unchanged language from the Ordinance

Handout (suggested changes)

- Parallel to Ordinance Structure (easier to read and update)
- Inconsistencies corrected (red text)
- Suggestions for content the Planning Commission has discussed and may want to consider putting in by-laws (italics)

Updating Process



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How to proceed:

1. Are there changes you would like to make at this time?
2. Are there areas you would like staff to research with the County Attorney's Office?

Staff suggest returning in May with an update reflecting your changes, as reviewed by County Attorney's Office.

Thank you