

# BYLAWS

## MORROW COUNTY PLANNING COMMISSION

WHEREAS, the Morrow County Planning Commission wishes to adopt BYLAWS in order to provide RULES AND PROCEDURES for its members, meetings, and activities. Therefore, the Commission hereby adopts the following, repealing the bylaws adopted on February 28, 2000:

### ARTICLE I - Membership

Section 1. Membership of the Planning Commission shall consist of nine members appointed by the Morrow County Court in accordance with ORS 215.030.

Section 2. It shall be the policy of this Commission to recommend to the Board of Commissioners that any members are replaced if they have unexcused absences at three consecutive meetings.

Section 3. Planning Commission membership shall consist of one four year term of office and a Commission member may be reappointed at the discretion of the County Court without term limitation.

### ARTICLE II - Officers and Duties

Section 1. The Commission, at its regular January meeting, shall elect a chair and vice-chair from its membership.

Section 2. The duties and powers of the officers of the Planning Commission shall be as follows:

A. Chair:

- (1) Preside at all meetings of the Commission.
- (2) Call special meetings of the Commission in accordance with the bylaws.
- (3) Sign documents of the Commission.
- (4) Conduct all meetings in accordance with State laws, County ordinances, and the bylaws.

B. Vice-Chair:

- (1) During the absence, disability, or disqualification of the chair, the vice-chair shall exercise or perform all the duties and be subject to all the responsibilities of the chair.
- (2) The vice-chair shall succeed the chair if the office is vacated before the term is completed. The vice-chair is to serve the unexpired term of

the vacated office. A new vice-chair shall be elected at the next regular meeting.

### **ARTICLE III - Meetings**

Section 1. All meetings and hearings of the Commission shall be conducted in accordance with ORS 192.610-690. Hearings shall be advertised as required by law and these rules.

Section 2. The number of meetings per month and a schedule of meeting dates shall be established in December for the following year. That schedule can be altered or changed at any regularly scheduled meeting by majority vote of the Planning Commission. Any such meeting may be canceled by the consent of the majority of members at a previous meeting, or at the direction of the chair or vice-chair not less than 24 hours before the time established for such meeting. Planning staff may also initiate the cancellation of a Planning Commission meeting based on inclement weather or other extenuating circumstances, with approval of either the Chair or Vice-Chair.

Section 3. Special Meetings may be held by vote of the majority of the members.

Section 4. A quorum shall consist of a simple majority of all the members of the Commission, five members of the nine member Commission, and no action may be taken by the Commission except by the affirmative vote of a majority of the quorum.

Section 5. Each member of the Commission shall conduct themselves in accordance with ORS Chapter 244 Government Standards and Practices.

Section 6. The Planning Department shall keep minutes of the Commission's proceedings. Such minutes shall reflect the vote of each member when there is not a unanimous vote. Abstentions shall also be acknowledged in the minutes with a reason for the abstention.

Section 7. Matters referred to the Commission by the County Court shall be placed on the calendar for consideration and action at the first meeting of the Commission after such referral.

Section 8. Roberts Rules of Order shall govern the proceedings of the Commission in all cases not otherwise provided for in these bylaws.

### **ARTICLE IV - Orders of Business**

Section 1. The Order of Business at all meetings shall be as follows:

- (A) Call to order and roll call
- (B) Agenda Adjustments, if needed

- (C) Approval of Minutes
- (D) Public Hearings (continued)
- (E) Public Hearings (new)
- (F) Audience Participation
- (G) Committee and Staff Reports
- (H) Unfinished Business
- (I) New Business
- (J) Miscellaneous
- (K) Announcing Date of Next Meeting
- (L) Adjournment

Section 2. The public hearing procedure will be done in accordance with ORS215.415 and the Morrow County Zoning Ordinance.

**ARTICLE V - Committees**

Section 1. The Commission may designate and provide for such committees as may be necessary to advise the Commission in carrying out the Commission's duties.

Section 2. The Commission may define the duties of such committees that are appointed. It shall be the privilege of the committee to select the committee chair.

Section 3. Ad hoc and/or standing committees shall automatically dissolve after one year unless reappointed by the Commission.

**Article VI - Planning Department  
Responsibilities to the Planning Commission**

Section 1. It shall be the responsibility of the Planning Department to:

- (1) Keep the minutes of all meetings of the Commission in an appropriate manner.
- (2) Receive and process land use applications.
- (3) Prepare and send all notices required by law or the Bylaws.

- (4) Prepare the agenda for all meetings of the Commission.
- (5) Be the custodian of Commission records.
- (6) Inform the Commission of correspondence relating to business of the Commission and attend to such correspondence.
- (7) Prepare Commission correspondence when directed.
- (8) Handle funds allocated to the commission in accordance with County regulations.
- (9) Conduct other such Commission business as required or directed.

**ARTICLE VII - Amendments**

These Bylaws may be amended by action of the commission at any regular or special meeting, provided that notice of said proposed amendment is given each member in writing at least five (5) days prior to said meeting.

Adopted this 22<sup>ND</sup> day of AUGUST, 2007

**MORROW COUNTY PLANNING COMMISSION**

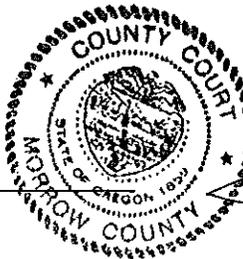
Sean Rea  
Chair

Donnae Jepperson  
Vice Chair

**MORROW COUNTY COURT**

Attest:

Bobbi Childers  
Bobbi Childers, Clerk



Terry K. Tallman  
Terry K. Tallman, Judge

John Wenzel  
John Wenzel, Commissioner

Approved as to form:

Ryan Swinburnson, by Ken Wolff  
Ryan Swinburnson, County Counsel

Ken A. Grieb  
Ken Grieb, Commissioner