

## Walnut Ridge Planning Commission Bylaws

The following Bylaws are adopted by the Walnut Ridge Planning Commission ("Commission") to facilitate the performance of its duties pursuant to the A.C.A. §14-56-412. These Bylaws supersede and/or repeal any prior rules or bylaws adopted by the Commission. These Bylaws are also adopted to facilitate the duties of the Commission in its administration of the Walnut Ridge Zoning Code, Subdivision and Development Code, and Comprehensive Plan.

### Section 1.0: Officers

1.1 Selection. At the regular meeting in March of each year, the Commission shall select from its membership a Chairman, Vice-Chairman, and Secretary. All officers are eligible for re-election.

1.2 Tenure. The Chairman, Vice-Chairman, and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office, or until they are removed by the City Council.

1.3 Duties of the Chairman. The Chairman shall preside at all meetings, appoint committees and advisory committees, authorize calls for special meetings, shall execute documents in the name of the Commission, and perform such other duties as may be ordered by the Commission.

1.4 Duties of the Vice-Chairman. The Vice-Chairman shall act in the capacity of Chairman in their absence and in the event the office of Chairman becomes vacant, the Vice-Chairman shall succeed to this office for the unexpired term, and the Commission shall select a successor to the office of Vice-Chairman for the unexpired term. The Vice-Chairman shall perform such duties as the Commission may determine.

1.5 Duties of the Secretary

(1) Minutes. Minutes shall be kept of each meeting showing the date, time, place, members present, members absent, and any decisions made at a meeting. The minutes shall include all roll call votes taken at the meeting. Corrections in the minutes shall be made not later than the next meeting after the meeting to which the minutes refer. Corrected minutes shall be available no later than the next subsequent meeting after correction.

(2) Special Meetings. The Secretary shall provide for notice to each Commission member of the time, place, and purpose of special meetings at least 48 hours prior to such meetings.

(3) Staff Assistance. The Secretary may be assisted by Commission staff in all tasks set out in the section as may be agreed upon from time to time between the Commission and its Staff.

1.6 Resignation from an office. Any officer of the Commission may resign their office at any time by giving written notice to the Commission. The Commission shall elect a replacement to complete the remainder of the officer's term.

1.7 Resignation from the Planning Commission. Any member may resign from the Planning Commission by submitting a letter of resignation to the Mayor/City Council.

### Section 2.0: Meetings

2.1 Regular Meetings. Commission meetings will ordinarily be held the third Tuesday of each month at 5:30 p.m. in the Walnut Ridge Fire Station, provided there is sufficient business to come before the Planning Commission at that time. The Commission shall hold not less than one regular meeting each quarter. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternative meeting day in the same month.

2.2 Special Meetings. Special meetings shall be called at the request of the Chairman, or by two members of the Commission.

2.3 Study Meeting. To facilitate the detailed study of rezoning petitions, subdivision plats and other planning matters, the Commission from time to time may hold study meetings. Such meetings shall be for information and educational purposes and shall not require a quorum unless official action is to be taken.

2.4 Quorum. A majority of the total number of Commissioners shall constitute a quorum for the transaction of business and the taking of official action. The affirmative vote of a majority of the total Commission shall be necessary to approve business items unless otherwise specified in the Zoning Code or Subdivision and Development Code. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final, or official.

2.5 Notification of intended absences. If a Commission member is unable to attend a meeting they should notify the Chairman or Staff as far in advance as possible.

2.6 Order of Business. The Chairman or Staff may prepare an agenda for each meeting and the order of business therein may be as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Public Hearings
- (4) Old Business
- (5) New Business
- (6) Announcements
- (7) Adjournment

2.7 Motions. The name of the originator of a motion and its second shall be recorded.

2.8 Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency may serve as ground for removal from the planning commission by the city council. The secretary shall keep records of attendance for all meetings.

### **Section 3.0: Procedure for Public Hearings.**

- (1) Chairman announces order of hearing, as follows.
- (2) Applicant or representative presents request including reasons, information, and data
- (3) Chairman gives public comment rules as follows: (optional)
  - a. Please address all comments to the chair.
  - b. Please stand and give your name and address.
  - c. Please be as concise and as factual as possible.
  - d. Please be courteous and do not cheer or boo comments by others.
  - e. Everyone will have an opportunity to be heard; however, the chair may establish

time limits to permit the orderly conduct of business. Second comments will not be permitted until every person has had a chance to speak for the first time.

- (4) Chairman opens hearing for public comments (note time.)
- (5) Chairman closes hearing to public comments (note time.)
- (6) Questions and deliberation by Planning Commission.
- (7) Action by Planning Commission.

**Section 4.0: Amendments**

These rules may be amended by a majority vote of the entire planning commission.