

BYLAWS
OF THE CLATSOP COUNTY PLANNING COMMISSION
OF CLATSOP COUNTY, OREGON

ARTICLE I

Name

The Commission shall be known as the Clatsop County Planning Commission hereinafter referred to as the Commission.

ARTICLE II

Object

The Planning Commission shall make recommendations to the Board of Clatsop County Commissioners on the Comprehensive Plan and its implementing ordinances. The Planning Commission shall also make land use decisions on variances, conditional uses, and subdivisions.

The Planning Commission is the county's committee for citizen involvement.

ARTICLE III

Membership

Section 1. The Planning Commission shall consist of seven (7) members appointed by and serving at the pleasure of the Board of Clatsop County Commissioners, each to serve for a term of four years or until their respective successors are appointed.

Section 2. The members of the Planning Commission shall be residents of the County and no more than two (2) shall reside inside incorporated cities; the remaining members shall be residents of the various geographic areas of the County.

Section 3. Members of the Planning Commission shall serve without compensation other than reimbursement for duly authorized expense.

Section 4. No more than two voting members shall be engaged principally in the buying, selling, or developing of real estate for profit, as individuals, or be members of any partnership of officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

Section 5. Members shall attend all meetings faithfully except in such cases of illness. The Chair may excuse a member for up to three regular Planning Commission meetings. Additional requests for regular meetings to be missed must be made to the Planning Commission prior to the meeting(s) missed. If a Planning Commission member is absent more than three times and has failed to notify the Planning Commission for such absence(s) his (her) absence may be considered non-performance of duty.

Section 6. Members may be removed from the Planning Commission under the following rules:

- a. Members may request that they be removed for personal or other reasons. Such requests shall be made to the Board of Clatsop County Commissioners.
- b. The Planning Commission may, after a hearing, recommend removal of any member for non-performance of duties or misconduct. Such recommendation for removal shall be made to the Board of Clatsop County Commissioners.
- c. The Board of Clatsop County Commissioners may remove any appointed Planning Commission member at its discretion.

Section 7. Any vacancy on the Planning Commission shall be filled by the Board of Clatsop County Commissioners for the unexpired term.

ARTICLE IV

Officers

Section 1. The officers of this Planning Commission shall consist of a Chair, and Vice Chair.

Section 2. Election of Officers shall occur annually at the first meeting of the year, and elected officers shall take office at the end of that meeting.

ARTICLE V

Officers' Duties

Section 1. It shall be the duty of the Chair to preside at all meetings of the Planning Commission; to enforce observance of the rules of procedure; to decide all questions of order; offer for consideration all motions regularly made; apportion duties of the members of the Planning Commission; call all special meetings; appoint all necessary committees, and perform such other duties as his office may require. The Chair shall make no motion or amendment to a motion.

Section 2. In absence of the Chair, the Vice Chair shall perform his duties.

Section 3. In absence of the Chair, and Vice Chair the Planning Commission shall elect a temporary Chair for the particular meeting in question.

ARTICLE VI

Meetings

Section 1. This Planning Commission will generally hold its regular meetings on the second Tuesday of each month. Special meetings may be called by the Chair as required.

Section 2. The place and hour of any meeting may be changed by the Chair of the Planning Commission if adequate notice can be given to the public and all interested parties.

Section 3. The Planning Commission may hold work sessions if adequate notice can be given to the public and all interested parties. Work sessions are meetings between the Planning Commission and staff rather than public hearings and the public may attend.

Section 4. All meetings shall be adjourned by 5:00 p.m. unless the Planning Commission by majority vote decides to extend business beyond that time.

Section 5. Four members shall be necessary to constitute a quorum. In determining a quorum all members present at the meeting including the Chair and any member(s) who may from time to time abstain from voting on an issue regardless of the reason for the abstention shall be counted. All actions of the Planning Commission shall require the affirmative vote of the majority of the total appointed membership.

Section 6. Except as otherwise provided to the contrary by these Rules of Procedure, Robert's Rules of Order (*current edition*) shall apply to the procedures of all Planning Commission meetings.

ARTICLE VII

Conflict of Interest

Members shall be required to vote on all matters which require a decision unless a member has a conflict of interest. For procedure to be followed regarding conflict of interest see Ordinance 80-14, Section 2.130 through 2.175.

ARTICLE VIII

Public Hearings

Section 1. All public hearings before the Planning Commission shall be conducted by the Chair except as otherwise provided in Article V, Sections 2 and 3. Any interested party may appear for themselves or be represented by counsel. Any person speaking at a public hearing shall first identify themselves by name and address, and if appearing in a representative capacity, identify who they represent.

Section 2. The order of proceedings shall be as set forth in Ordinance 80-14, Section 2.185.

Section 3. The Chair shall have the right to limit testimony on any public hearing matter when he feels the Planning Commission has received adequate representative testimony of all sides of the matter.

ARTICLE IX.

Bylaws

The Planning Commission is authorized to develop and amend bylaws consistent with county ordinances and applicable provisions of state law. Such bylaws shall be effective upon approval by the Board of Clatsop County Commissioners.