



**COUNTY OF LAKE**  
COMMUNITY DEVELOPMENT DEPARTMENT  
Planning Division  
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## STAFF MEMORANDUM

Date: November 17, 2022

To: Planning Commission

From: Mireya G. Turner, Director

Subject: Update regarding Planning Commission Bylaws Amendments

Attachments: 1. Memorandum (pdf)  
2. Existing Bylaws  
3. Working Draft

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**Executive Summary:** The Bylaws for the Planning Commission were last updated in 2000. Staff is in the process of drafting amendments to the Bylaws to add clarity, more closely reflect the current processes of staff and the Commission, and add an option to ensure continuity of the Commission in the event of Commissioner absence.

- This update includes the existing Bylaws (Attachment 2), as well as the current, working draft of amendments (Attachment 3). Some text has been moved, making a red-lined version unwieldy. A few areas to highlight for the Commission's attention include the following: Reference to Rosenberg's Rules of Order – this is a set of parliamentary rules more appropriate to smaller groups;
- Addition of Alternate Commissioners – With Alternates for each District, the Commission would be able to proceed with a complete Commission in the event that a Commissioner must miss a meeting;
- Quorum and taking action with less than the full body – this section is added for clarity;
- Reconsideration – this regulates the option for the Commission to revisit an item on which they have already taken action.

This item is only an update and does not require Commission action. It will likely return to the Planning Commission at its November 17, 2022 meeting.

**Recommended Action:** No action requested.