

BY LAWS OF THE LAKE COUNTY PLANNING COMMISSION

ARTICLE I

General Provisions

These By Laws shall apply to the Lake County Planning Commission when exercising the powers and authorities delegated to it by State and County law.

ARTICLE II

Officers and Committees

Section 1. At the annual meeting of each year, the Commission shall elect a Chair and a Vice-Chair from the voting members, and such other officers otherwise as it may deem necessary, but in case of failure to elect at the time specified, the election shall take place at the next meeting.

The Chair and the Vice-Chair shall hold their respective offices until the next annual meeting after election and until their successors are elected and qualified. They shall perform such duties as the Commission may prescribe.

The Lake County Community Development Department Director, or his/her designee, shall perform the duties of Secretary to the Planning Commission.

Duties of the Chair

Section 2. The Chair shall preside at all meetings of the Commission. He/She may present to the Commission such matters as in his/her judgement require attention and may enter into discussion on these matters. The Chair must vacate his/her chair to make a motion, but may second a motion without vacating. At the request of any Commissioner, he/she shall direct that the yeas and nays be taken and entered on the record on any question before the Commission. When the Commission has no established rule of parliamentary practice, the Chair shall be guided as nearly as possible by Robert's Rules of Order.

The Chair shall exercise a general supervision over the business, papers, and property of the Commission and shall execute all formal documents on behalf of the Commission. The same is to be attested by the Secretary.

ARTICLE III

Meetings

- Section 1.** The Annual meeting of the Lake County Planning Commission, for the election of officers, shall be the first meeting of the calendar year or as soon as possible thereafter.
- Section 2.** Regular meetings of the Planning Commission shall be held on the second and fourth Thursdays of each month at 9:00 a.m. in the Board of Supervisors' Chambers, unless otherwise noticed.
- Section 3.** The first (1st) Monday of each month shall be used, as needed, for Field Trips for the Commission. When practicable, at the regular meeting immediately preceding a planned field trip, the Planning Commission shall announce as completely as possible the anticipated itinerary of such trips. Such announcement should include the time of departure, planned stops and any other information, which the Planning Commission deems helpful to inform the public and news media of its anticipated field trips.
- Section 4.** All other Thursdays may be for Commission meetings to conduct all facets of planning. Such meetings shall be either an adjourned regular or special meeting or a duly noticed special meeting.
- Section 5.** Special meetings may be called by the Chair whenever he/she deems such meetings expedient, and shall be so called whenever two Commissioners shall request the same of the Chair and he concurs with their request. No business except those items listed, as business to be transacted on the special notice shall be considered.
- Section 6.** The Commission may adjourn from time to time, absentees being notified thereof, and in case there shall be no quorum present on the day fixed for a regular, adjourned or special meeting, the Commissioners present may adjourn from time to time until a quorum is obtained, or may adjourn said meeting sine die. A majority of the voting members of the Commission shall constitute a quorum. (Except as provided in Art. IV, Sec. 5). No act of the Commission shall be valid unless a majority of all members concur therein. A copy of the notice of adjournment shall be posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after time of adjournment.

- Section 7.** Each member shall be notified of the time and place of each meeting. Said notice shall be given by the Secretary.
- Section 8.** Each Commissioner shall be notified of the time, place and purpose of each special meeting. Said notice shall be given by the Secretary at least seventy-two (72) hours before the time appointed for such meeting
- Section 9.** All meetings of the Commission shall be held in the Supervisors' Chambers of the Courthouse, Lakeport, California, unless otherwise noticed.

ARTICLE IV

Conduct of Business

- Section 1.** Meetings shall be called to order by the Chair, or in his/her absence, by the Vice-Chair. In the absence of both, the Secretary shall call the meeting to order when those Commissioners present may elect a Chair pro tem.
- Section 2.** The Secretary shall keep a record of those Commissioners present and those absent. The minutes of previous meetings shall be submitted for approval and any errors noted and corrections made, after which the regular order of business may be taken up. The reading of the minutes may be dispensed with and the same approved if there are no objections.
- Section 3.** The further order of business unless otherwise ordered by the Commission, shall be as follows, and shall be shown on the calendar of each regular meeting.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ACTION ON MINUTES
CITIZEN'S INPUT

General Rule:

Any person may speak for three minutes about any subject of concern, provided that it is within the jurisdiction of the Planning Commission and is not already on Today's Agenda, or scheduled as a future public hearing. Total time allotted for Citizen's Input shall be fifteen minutes. Speakers are requested to complete a simple form (giving

name, address and subject) available in the Community Development Department office, prior to 9:00 a.m.

**OLD & NEW BUSINESS
STAFF UPDATE
ADJOURNMENT**

Section 4. When the Commission deems it necessary that the minutes contain greater substance, all reports, motions, and resolutions shall be submitted in writing to the Secretary.

Section 5. In the conduct of Commission business, the following number of members shall constitute a quorum:

1. Adoption or amendment to the General Plan; at least four (4) members.
2. All other Commission business, at least three (3) members.

In case of the absence of the full number of members, a quorum (as listed above in 1 or 2) may conduct any or all Commission business.

Section 6. When the Chair deems it necessary to restore order to a meeting, the Chair shall order a meeting terminated or recessed, shall admonish all persons who are out of order, or, failing immediate results, shall call for security or alternate security measures.

ARTICLE V

Amendments

These By Laws may be added to or amended at any regular meeting on motion, duly seconded and carried by a four-fifths (4/5) vote of all Commission members.