

# **BYLAWS**

## **YUMA COUNTY PLANNING COMMISSION**

### **ARTICLE I - Name of Commission**

The Commission shall be called the Yuma County Planning Commission.

### **ARTICLE II - Function and Duties of the Yuma County Planning Commission**

The Planning Commission shall perform all authorized functions and duties, and shall act on all land use petitions and applications submitted to it, pursuant to state law and Yuma County regulations.

### **ARTICLE III - Membership of the Planning Commission**

- A. The Planning Commission shall consist of seven (7) members appointed by the Board of County Commissioners, which members shall be residents of the county.
1. The City Council of Yuma may make up to two (2) recommendations for appointment to the Yuma County Commissioners; appointee must reside within the City of Yuma.
  2. The City Council of Wray may make up to two (2) recommendations for appointment to the Yuma County Commissioners; appointee must reside within the City of Wray.
  3. The Town of Eckley Council may make up to two (2) recommendations for appointment to the Yuma County Commissioners; appointee must reside within the Town of Eckley.
  4. Four (4) members shall be appointed by the Board of County Commissioners from the County at-large.
- B. The term of office of each member of the Yuma County Planning Commission shall be for three (3) years, or until a respective successor has been appointed. Said terms shall be staggered so that approximately one-third of the members' terms expire each year.
- C. The Board of County Commissioners may appoint temporary members for the Commission, each of whom shall be a resident of the county. In the event any regular member is temporarily unable to act owing to absence from the county, illness, interest in any matter before the Commission, or any other cause, his or her place may be taken during such temporary disability by a temporary member designated for that purpose.

#### **ARTICLE IV - Conflicts of Interest**

Planning Commission members shall not perform or participate in any official act which may result in a direct economic benefit to a business or other undertaking in which such member has a direct or substantial financial interest. Any member of the Planning Commission who has a personal interest in any matter proposed or pending before the Planning Commission shall disclose such interest to the Planning Commission and shall not vote thereon and shall refrain from attempting to influence the decisions of the other members who vote on the matter. This restriction notwithstanding, a member of the Planning Commission may vote if the member's participation is necessary to obtain a quorum or to otherwise enable the body to act, so long as the member also complies with the disclosure procedures specified in C.R.S. 24-18-110.

#### **ARTICLE V - Officers and Duties**

- A. The Yuma County Planning Commission shall meet during the month of January of each calendar year to elect a Chairman, Vice-Chairman and Secretary, whose terms shall be for one (1) year. The officers shall be eligible for re-election.
- B. The Chairman or the Vice-Chairman, when necessary, shall preside at all meetings of the Yuma County Planning Commission. If the Chairman and Vice-Chairman are both absent, the members present shall elect a temporary chairman to act during the absence of the Chairman and Vice-Chairman.
- C. The Secretary shall keep a record of each meeting and any hearings, which shall include the vote of each member on each question, or if absent or failing to vote, indicating such fact; the names and addresses of all witnesses; a summary of the evidence on which the decision is based, and the actual decision rendered; and any other official actions of the Commission.

#### **ARTICLE VI - Meetings**

- A. The Yuma County Planning Commission shall meet monthly if there is business to be conducted, at a designated location, with the date and time to be set by the Chairman. The meeting dates and time shall be determined at the first regular meeting of each calendar year.
- B. Special meetings of the Yuma County Planning Commission may be called by the Chairman or, in his absence, by the Vice-Chairman, provided that at least forty-eight (48) hours' notice is given to each member prior to any such special meeting date. The Chairman shall call a special meeting within ten (10) days of receipt of a written request from the Board of County Commissioners.
- C. Notice of all meetings shall be posted on the Yuma County Commissioners' bulletin board. The posting shall include specific agenda information where possible.

- D. The order of business at all meetings shall be as follows:
1. Roll call;
  2. Approval of minutes;
  3. Action on old cases;
  4. Action on new cases;
  5. Other business;
  6. Adjournment.
- E. A quorum shall consist of a majority of the members appointed.
- F. The Yuma County Planning Commission shall make recommendations to the Board of County Commissioners on matters which are brought before the Planning Commission. A majority vote of those members present and voting shall be required to pass any motion to recommend "approval" or "denial" to the Board of County Commissioners. Chairman of the Planning Commission shall vote as well. A tie vote among those members present and voting shall be interpreted as a recommendation to neither approve nor deny.

#### **ARTICLE VII - Expenses**

Within the limits of funds authorized by the Board of County Commissioners, members of the Yuma County Planning Commission shall be reimbursed for mileage and other expenses incurred in the performance of their duties as members of the Commission.

#### **ARTICLE VIII - Attendance**

- A. Members of the Planning Commission shall attend all Planning Commission meetings, except as provided below.
- B. Any member who is absent from three (3) meetings (out of any six consecutive meetings), shall show cause why the member should not be removed for absences from meetings of the Planning Commission. The Board of County Commissioners, for good cause shown, may determine that the absences are excused and that no further action should be taken.
- C. It shall be the duty of the Secretary to record the attendance of each member, notify the Chairman if any member has been absent, and to schedule a review regarding the absences of the member on the Planning Commission agenda, as the last item of business on the meeting agenda.

**ARTICLE IX - Committees**

- A. The Planning Commission may establish committees it deems necessary and assign each committee specific duties or functions.
- B. The Chairman of the Planning Commission shall select the members of each committee and shall name a chairman of each committee. The Chairman of the Planning Commission shall select replacements for vacancies on committees as they may arise. No member of the Planning Commission shall be required to serve simultaneously on more than two (2) committees.

**ARTICLE X - Amendment**

These Bylaws may be amended by an affirmative vote of the majority of the members appointed to the Yuma County Planning Commission and ratification by the Board of County Commissioners. No amendment to these Bylaws shall be considered at any meeting of the Planning Commission unless first submitted in writing at least one week prior to the meeting at which said amendment is to be considered.