

## BY-LAWS CITY OF CHESTERFIELD PLANNING COMMISSION

### ARTICLE I – OBJECTIVES

The objectives, purposes, duties and powers of the City of Chesterfield Planning Commission are those set forth in the City of Chesterfield Ordinances, as amended and supplemented and in relevant statutes of the State of Missouri as amended and supplemented.

### ARTICLE II – OFFICERS AND THEIR DUTIES

**Section 1** The officers of the Planning Commission shall consist of a Chair, a Vice-Chair and a Secretary, each of whom shall be a member of the Planning Commission.

**Section 2** The Chair of the Planning Commission shall have the following powers and duties:

- (a) To preside at all meetings and hearings of the Commission;
- (b) To appoint all members of the committees of the Commission;
- (c) To have general charge of the activities of the Planning Commission and to generally oversee the conduct of the affairs of the Commission;
- (d) To call Special Meetings of the Commission;
- (e) To carry out other duties normally conferred by parliamentary usage on such an officer;
- (f) To attend Planning and Public Works Committee Meetings and Architectural Review Board Meetings as necessary; and
- (g) To engage in other activities as directed by the Planning Commission.

**Section 3** The Vice-Chair of the Planning Commission shall have the following powers and duties:

- (a) To act for the Chair in the Chair's absence;
- (b) To carry out other duties normally conferred by parliamentary usage on such officer;

- (c) To attend the Planning and Public Works Committee Meetings and Architectural Review Board Meetings when the Chair is unable to attend, as necessary and;
- (d) To engage in other activities as directed by the Planning Commission.

**Section 4** The Secretary of the Planning Commission shall have the following duties:

- (a) To act for the Chair and Vice-Chair in their absence;
- (b) To carry out other duties normally conferred by parliamentary usage of such officer; and
- (c) To engage in other activities as directed by the Planning Commission.

### **ARTICLE III – ELECTION OF OFFICERS**

**Section 1** A nominating committee of not less than three (3) Commissioners shall be appointed by the serving Chair of the Planning Commission by June 15<sup>th</sup> of each year to nominate officers of the Planning Commission for the following year. The committee shall report to the full Commission at a meeting of the Planning Commission in June and the election of officers shall occur at that meeting at which time nominations from the floor shall be entertained, unless otherwise stated herein. The new officers, when duly elected, shall hold office for one (1) year or until their successors shall take office.

**Section 2** The Chair may request nomination for two (2) or three (3) officers simultaneously or, at discretion of the Chair, require separate nomination and a separate vote for each elected.

**Section 3** A candidate receiving a majority vote of the Planning Commission shall be declared elected.

**Section 4** A vacancy in office shall be filled as soon as possible in accordance with the election procedures set forth herein or by a special election as directed by the Chair of the Commission.

**Section 5** Once the term for the Chair has expired, he/she may seek to be re-elected. If re-election is not sought, the Vice Chair shall be automatically nominated for Chair. A vote on this nomination will then be taken by the Planning Commission.

**Section 6** Terms for each office shall last one year and officers may seek re-election; however no officer shall hold their position for more than three (3) consecutive terms.

## **ARTICLE IV – MEETINGS**

**Section 1** A regular meeting of the Planning Commission shall be held on the second and fourth Mondays of each month at 7:00 p.m. in the City Council Chambers unless otherwise specified by the Planning Commission.

**Section 2** An additional or special meeting may be called by the Chair or at the request in writing of any three (3) or more members of the Commission.

**Section 3** A simple majority of the membership of the Commission shall constitute a quorum for the transaction of Commission business. Each member of the Commission shall have one (1) vote.

**Section 4** An approval of a Conditional Use Permit or a recommendation of approval for a zoning amendment, zoning change, or a change in the comprehensive plan shall require the affirmative vote of at least five (5) members of the Planning Commission. Unless otherwise required by a specific Ordinance, all other matters may be approved by a simple majority of those members present. In the event of a minimum minority vote of three (3), any member of the minority may issue a minority report.

**Section 5** In the absence of the Chair, Vice-Chair, and Secretary the member present who is senior, in terms of service on the Planning Commission, shall preside.

**Section 6** Except as otherwise specified by these by-laws, Robert's Rules of Order shall prevail at all meetings of the Commission.

**Section 7** The order of business at Meetings shall be:

- (a) Public Hearings;
- (b) Approval of minutes of previous meetings and hearings;
- (c) Public Comment;
- (d) Site Plans, Building Elevations, and Signs;
- (e) Old Business;
- (f) New Business;
- (g) Reports of officers and committees; and
- (h) Adjournment.

**Section 8** The Chair of the Commission or a majority of the Planning Commission may alter the order of business at any meeting.

## **ARTICLE V – PUBLIC HEARINGS**

**Section 1** Public Hearings shall be held at the beginning of each meeting as necessary by Ordinance. The Public Hearings shall be held in the City Council Chambers in the City Hall at 7:00 p.m., unless otherwise specified by the Chair.

**Section 2** The order of business at a public hearing shall be as indicated in the public notice thereof.

**Section 3** The Chair of the Commission or a majority of the Planning Commission may alter the order of business at the hearing.

**Section 4** The rules of procedure governing hearings shall be:

- (a) The number of hearings will not exceed two (2) petitions per agenda unless related petitions are presented and heard together at which time there may be four (4) petitions per agenda.
- (b) The Chair of the Planning Commission may grant an exception to the number of hearings per agenda when necessary under special conditions.
- (c) The petitioner, or representative of the petitioner, shall be granted fifteen (15) minutes per hearing to explain the petition.
- (d) Speakers in favor of or opposed to a petition shall be granted ten (10) minutes when representing a group or organization.
- (e) Speakers in favor of or opposed to a petition shall be granted five (5) minutes when not representing a group or organization.
- (f) The Chair of the Planning Commission may grant an exception to the time limit granted to the petitioner, representative and speakers in favor/opposition when necessary under special conditions or unusual circumstances.

## **ARTICLES VI – COMMITTEES**

**Section 1** At the Meeting following his or her election, the Chair of the Planning Commission shall appoint for a term of one (1) year, three (3) or more members of the Commission to each of the following standing committees and shall designate the Chair of each:

- (a) Comprehensive Planning Committee: The Comprehensive Planning Committee shall, by resolution, propose changes to the Comprehensive Plan to the Planning Commission.

- (b) Ordinance Review Committee: The Ordinance Review Committee shall, by resolution, propose new or amended ordinances regarding the planning and zoning process to the Planning Commission.
- (c) Site Plan Committee: This committee shall have primary responsibility for reviewing and advising the Planning Commission on site plans and related matters.

**Section 2** The Chair of the Planning Commission with the approval of the Commission may appoint special committees.

**Section 3** A committee’s vacancy shall be filled by the Chair of the Planning Commission.

**Section 4** The Chair of the Planning Commission may, with the approval of the Planning Commission, appoint as an advisory member of a committee a person who is not a member of the Planning Commission or of the Department of Public Services.

**Section 5** A committee shall meet at a time and place set by the Chair of the Committee.

**ARTICLE VII – DEPARTMENT OF PUBLIC SERVICES**

**Section 1** All public officials shall, upon request, furnish to the Planning Commission, within a reasonable time, all available information it requires for its works.

**ARTICLE VIII – AMENDMENT OF BY-LAWS**

**Section 1** These by-laws may be amended by an affirmative vote of not less than six (6) members of the Planning Commission.

“Adopted and passed by the City of Chesterfield Planning Commission on the 15<sup>TH</sup> day of June, 2016 by a voice vote of \_\_\_\_\_.”

\_\_\_\_\_  
Stanley Proctor, Chair

6/27/2016  
\_\_\_\_\_  
Date