

**PULASKI COUNTY PLANNING BOARD
BY-LAWS**

ARTICLE I PURPOSE OF THE BY-LAWS

It is the intent of these by-laws to prescribe the organization of the Pulaski County Planning Board and to establish orderly, equitable, and expeditious procedures for the conduct of its affairs to the end that all may be informed and the public well served.

ARTICLE II THE BOARD

A. MEMBERS

Members of the Planning Board are appointed by the County Judge and confirmed by the Quorum Court, for a term of four (4) years as stipulated in Ordinance No. 81-OR-15, dated April 28, 1981. Any member who is absent for four (4) or more consecutive regular or special meetings, except in case of illness or extraordinary circumstances, shall tender his/her resignation.

B. OFFICERS

The Vice-Chairman, who is a member of the Board, shall be elected by the Board. The Secretary shall be elected by the Board and may be a member of the Board or an employee of the Department of Planning and Development.

C. DUTIES OF OFFICERS

The Chairman shall preside at all meetings and hearings of the Board. In the event of the absence or disability of the Chairman, the Vice-Chairman shall preside. If neither the Chairman or Vice-Chairman are present, the Board shall elect a temporary chairman for that meeting.

The Secretary shall attend all meetings of the Board and be responsible for:

1. Keeping the minutes of all meetings.
2. Handling routine correspondence.
3. Maintaining the files of the Board.
4. Maintaining a record of the organization of the Board.

5. Preparing the agenda for all meetings of the Board.
6. Notifying Board members of all regular and special called meetings.
7. Ensure that notification of all hearings are published in accordance with legal requirements.
8. Attesting and filing of Board documents with the County Clerk.

ARTICLE III COMMITTEES

A. STANDING COMMITTEES

Standing Committees may be created by the Board and charged with such duties as the Board deems necessary or desirable. Such committees shall be composed of two or more Board Members, but less than a quorum of the full Board.

B. SPECIAL COMMITTEES

Special Committees may be created in the same manner and under the same conditions as standing committees, except that the Chairman shall also designate a date for the submission of the committee's final report. Special committees shall be dissolved when their particular function or task has been completed.

C. ADVISORY COMMITTEES

The Board may create such advisory committees as it deems necessary or desirable. Each advisory committee shall be composed of at least one Board member and other officials and private citizens in a number determined by the Board.

ARTICLE IV THE STAFF

The County Judge shall assign a Planning Administrator and such other staff assistance from the Department of Planning and Development as deemed necessary for the Board's work. The staff's appointment, promotion, demotion, or removal shall be subject to the same provisions of the law as govern other employees of the County. The County may, in the manner provided by law, contract for services necessary to carry out the functions of the Planning Board. With respect to the operations of the Board, the duties of the Engineer-Director (or his designee) shall include, but not be limited to, the following:

1. Furnish information to the public and other agencies.
2. Make field examinations of items presented to the Board.

3. Advise the Board on whether or not submissions comply with County regulations, standards and policies.
4. Advise the Board on the effect of such items on adjacent property.
5. Make regular inspections to see that there are no violations of County regulations, standards and policies.
6. Prepare data for court action on regulation and policy violations.
7. Attend all hearings by the Board and the County Judge.
8. Keep subdivision maps and all other maps of record up to date.
9. The Engineer-Director or his designee shall have the authority to issue technical memoranda implementing the requirements of subdivision regulations, standards and policies.
10. The Engineer-Director or his designee will sign all plats of subdivisions after acceptance by the County Judge, of roads and drainage.

ARTICLE V MEETINGS

A. REGULAR MEETINGS

1. The Board shall meet at least once each month, unless it is determined that there is no official business to be transacted. The dates of meetings for the calendar year will have been determined by the Board at the previous December meeting. Alternate dates may be selected by a majority vote of the members present. The time of the meeting will be determined by the amount of business to be transacted and will be shown in the notice of the meeting to the Board members.
2. NOTICE
 - a. To Board Members. The mailing of a copy of the agenda to each Board member shall constitute notice of such meeting.
 - b. Affected Parties. Legal notice of public hearings on changes in existing regulations and standards and policies to be adopted by Ordinance or Executive Order shall be published in a local newspaper of general circulation two (2) times within at least six (6) days separating each publication. The first publication shall be

no more than no more than thirty (30) days prior to the action and the last publication no less than three (3) days prior to the action.

B. CALLED MEETINGS

1. Special meetings may be called by four (4) or more Board members, by the Chairman, or by the Planning Administrator of Planning and Development upon written notification to all members not less than two (2) calendar days prior to the day fixed for the time of such meetings.

C. EXECUTIVE SESSIONS

executive such The Board may, either before, during, or after any meeting, sit in or private session. No official business shall be transacted during meeting except matters relating to Board personnel.

D. AGENDA

1. At regular meetings, the order of business shall follow the prepared agenda except the Chairman may amend the agenda or change the order of items if it serves better the convenience of those in attendance.
2. At a hearing, the order of business shall be as follows:
 - a. Announcement of the subject.
 - b. Finding of compliance with notice requirements.
 - c. Summary of proposal and report of staff findings.
 - d. Petitioner's presentation.
 - e. Objectors or interested property owner's presentation.
 - f. Action by the Board.
3. Standard Rules of Procedures.

Except as otherwise set forth in these by-laws, the parliamentary procedures shall be as prescribed in the latest edition of "Robert Rules of Order".

4. Special Rules of Procedures.
 - a. A quorum for the transaction of business shall be half the members of the Board.
 - b. Each Board member, including the Chairman, shall be entitled to one vote. No Board member shall vote for another Board member by proxy.
 - c. Any matter of business requiring action by the Board may be presented by oral motion and the members shall vote thereon by simple voice vote.
 - d. Unless otherwise required by law the affirmative vote of at least a simple majority of the members present at any meeting shall be necessary for the adoption of any motion.
 - e. Except with unanimous consent of all members present at a meeting, no matter on which final action has previously been taken shall be re-opened for further consideration or action.
 - f. All regular and special called meetings of the Board shall be open to the public.
 - g. All minutes of the Board meetings and all petitions, applications, reports, and other documents on which action has been taken by the Board shall be open to the public and available for inspection at reasonable times.

ARTICLE VI AMENDMENTS

These by-laws may be amended or repealed by an affirmative vote of not less than a majority of the full membership of the Board. Any proposed amendment shall first be presented in writing at a regular meeting and placed on the agenda at a subsequent regular meeting.

ATTEST: Nita Springer, **SECRETARY** **ATTEST:** Joseph Kaufman, **CHAIRMAN**

Adopted by the Pulaski County Planning Board on October 27, 1981