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**BYLAWS
PLANNING AND ZONING COMMISSION
CITY OF LONGMONT**

SECTION I - COMPOSITION OF THE COMMISSION

Pursuant to Chapter 2.32 of the Longmont Municipal Code, the City Council will appoint the following to the Planning and Zoning Commission:

- A. Seven Regular voting members, and
- B. There shall also be appointed by the City Council three alternate members of the Planning and Zoning Commission who shall otherwise have the qualifications of regular members of the Commission. Each alternate member shall serve, as may be required, during the temporary unavailability of any Commission members, or until the replacement of any Commission member. Each alternate shall be appointed for a term of two calendar years. The initial appointments shall however include one member having a designated term of one year, and two members having a designated term of two years, with each subsequent term to be two years.

The Regular Planning and Zoning Commission shall be composed of the seven Regular members (including seated Alternates) and shall conduct all regular business of the Planning and Zoning Commission as prescribed by the Longmont Municipal Code, including, but not limited to, development applications, zoning/rezonings and amendments to development regulations.

SECTION II - ANNUAL MEETING

The annual meeting of the Planning and Zoning Commission shall be the regular meeting in the month of January each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Secretary.

SECTION III - REGULAR MEETINGS - PLANNING AND ZONING COMMISSION

Regular meetings of the Planning and Zoning Commission shall be held in the Civic Center at 7:00 p.m. on the third Wednesday of each month. A calendar shall be prepared for review at the annual meeting specifying such schedule changes. At meetings, the Commission shall consider all matters properly brought before the Commission as scheduled items. A regular meeting may be canceled or rescheduled by the Commission, at a prior meeting. If there are no hearings, reports or other business to bring before the Commission, the Executive Secretary shall so notify the Commission members of cancellation at least five days prior to the regularly scheduled meeting. The Executive Secretary may change the starting time of the regularly scheduled monthly meetings if the amount of business on the Commission's agenda warrants such a change. If any change is made to the starting time of a Commission meeting, the Executive Secretary shall notify the Commission members of such change at least five days prior to the meeting.

1 **SECTION V - SPECIAL MEETINGS**

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3 Special meetings of the Planning and Zoning Commission shall be held at a time and place
4 designated by the Chairman. Written notice thereof shall be given to all members no less than five
5 days in advance thereof.

6
7 **SECTION VI - QUORUM**

8
9 At any meeting of the Planning and Zoning Commission, quorum shall consist of four (4) members.

10
11 In the absence of a quorum, no formal action shall be taken, except to adjourn the meeting to a
12 subsequent date.

13
14 There are no quorum requirements applicable to study committees.

15
16 **SECTION VII - SEATING OF ALTERNATES**

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18 When it has been determined that any Commissioner will be unable to attend a Commission meeting
19 or vote on a specific agenda item, the Executive Secretary of the Commission shall contact an
20 Alternate to serve in the Commissioner's place for the meeting or for that specific agenda item.
21 Alternates shall be seated on a rotating basis, such that the last Alternate to be seated shall not be
22 eligible to be seated again unless:

- 23
24 (1) The other Alternates have served, or
25 (2) The other Alternates have been contacted and was unable to serve at that time, or
26 (3) A public hearing has been continued requiring the last Alternate to be seated again to
27 complete action on the continued item, or
28 (4) Two or more Commissioners are unable to attend a meeting, providing the
29 opportunity for two or more Alternates to be seated.

30
31 **SECTION VIII - VOTING**

32
33 At all meetings, each seated member shall be entitled to cast one vote. Votes shall be cast
34 simultaneously on an electronic voting board, show of hands or by voice. The passage of any matter
35 shall require the affirmative vote of a majority of those members seated and constituting a quorum.

36
37 If any member has a direct financial interest in the outcome of a matter then before the Commission,
38 he/she shall declare that he/she has a conflict and abstain from discussion and voting. It is
39 understood that each member has an opinion concerning the proper development of Longmont.
40 Members are urged not to make public statements which may give the impression that he/she is
41 either for or against a matter which is likely to appear in the future on a commission agenda.

1
2 **SECTION IX - STUDY COMMITTEES**
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4 The Planning and Zoning Commission may establish study committees composed of Regular and
5 Alternate Members to explore planning and zoning issues and report back to the Commission as
6 needed. Such committees shall complete their task based on direction from the Commission and,
7 upon completion of their task, will be dissolved. Study committees shall meet as needed to complete
8 the charge given by the Commission.
9

10 **SECTION X - PROCEEDINGS OF MEETINGS**
11

12 A. At a meeting of the Planning and Zoning Commission, the following shall be the order of
13 business:
14

- 15 1. Call to Order by the Chairman.
- 16 2. Roll Call
- 17 3. Minutes of the Preceding Meeting
- 18 4. Communications
- 19 5. Public invited to be heard
- 20 6. Continued Business
- 21 7. Final Call - Public invited to be heard
- 22 8. Items from the Commission
- 23 9. Items from the Council Representative
- 24 10. Items from the Planning Director
- 25 11. Retention of Tapes, Adjournment
26

27 Public Invited to be Heard and Final Call - Public Invited to be Heard are intended to provide
28 members of the public an opportunity to address the Commission at the beginning or end of the
29 meeting on matters that are not on the Commission's agenda for that meeting, and not to exceed five
30 minutes per person.
31

32 B. Proceedings of meetings to be conducted in a work session format of the Planning and
33 Zoning Commission shall be as follows:
34

- 35 1. Call to Order by Chair
- 36 2. Roll Call
- 37 3. Communications
- 38 4. Continued Business
- 39 5. Other New Business
- 40 6. Items from the Commission
- 41 7. Items from the Council Representative
- 42 8. Items from the Planning Director
- 43 9. Retention of Tapes, Adjournment
44

1 It has been the policy of the Chairman of the Planning and Zoning Commission to allow
2 public input during these work sessions. It is completely at the discretion of the Chairman as
3 to when he/she will allow public input and the amount of time allocated to any one speaker
4 on any scheduled agenda item.

5
6 C. Each formal action required by law, City Charter, rule or regulation shall be embodied in a
7 formal motion or resolution entered in full upon the Minute book after an affirmative vote as
8 provided in Section VIII, hereof.

9
10 D. Those items to be considered which require review pursuant to adopted criteria shall be
11 considered in the context of such criteria. The Commission shall state findings based on the
12 criteria when taking action on such an item.

13
14 E. In order to facilitate the convenience of the public and orderly conduct of meetings, it shall
15 be the policy to adjourn all meetings at 11:00 PM. Remaining items shall be continued and
16 not called for consideration after that hour. At the beginning of the meeting, the Chairman
17 shall determine if a portion of the agenda needs to be continued to a subsequent meeting in
18 order to comply with the adjournment policy. The Commission may, by motion, suspend the
19 adjournment rule upon a majority vote of the members present.

20
21 F. To facilitate the convenience of the public, the Executive Secretary may submit a
22 commission agenda which deviates from the Order of business outlined in paragraphs A, C,
23 and D of this section.

24
25 **SECTION XI - RULES OF PROCEDURE**

26
27 Unless the Bylaws specifically state otherwise, Robert's Rules of Order shall govern the procedures
28 applicable to all Planning and Zoning Commission meetings.

29
30 All motions to postpone, excepting a motion to postpone indefinitely, may be amended as to time to
31 include the next three regular meetings. The Commission may debate the merits of the motion.

32
33 **SECTION XII - OFFICERS**

34
35 The officers of the Planning and Zoning Commission shall consist of Chairman and Vice Chairman
36 elected by the Commission at the annual meeting for a term of one year. The City Planning Director
37 shall be the Executive Secretary of the Commission. In the event the Secretary shall be absent from
38 any meeting, the officer presiding shall designate an acting Secretary from the Planning Staff.

1 **SECTION XIII - DUTIES OF OFFICERS**
2

3 The duties and powers of the officers of the Planning and Zoning Commission shall be as follows:
4

5 A. Chairman
6

- 7 1. To preside at all meetings of the Commission.
8 2. To call special meetings of the Commission in accordance with the Bylaws.
9 3. To sign documents of the Commission.
10 4. To see that all actions of the Commission are properly taken.
11

12 B. Vice Chairman
13

14 During the absence, disability or disqualification of the Chairman, the Vice Chairman
15 shall exercise or perform all the duties and be subject to all the responsibilities of the
16 Chairman.
17

18 C. Executive Secretary
19

- 20 1. To keep the minutes of all meetings of the Commission in an appropriate
21 Minute Book.
22 2. To give or serve all notices required by law or by these Bylaws.
23 3. To prepare the agenda for all meetings of the Commission.
24 4. To be custodian of Commission records.
25 5. To inform the Commission of correspondence relating to business of the
26 Commission and to attend to such correspondence.
27

28 **SECTION XIV - VACANCIES**
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30 Should any vacancies occur among the members of the Planning and Zoning Commission by reason
31 of death, resignation, disability or otherwise, immediate notice thereof shall be given to the City
32 Clerk by the Executive Secretary. Should any vacancy occur among the officers of the Commission,
33 the vacant office shall be filled, such officer to serve the unexpired term of the office in which such
34 vacancy shall occur.
35

36 **SECTION XV - ABSENTEEISM**
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38 Any Commission member with three (3) consecutive absences from regularly scheduled meetings of
39 the Commission, or any Commission member with six (6) or more absences in any twelve (12)
40 month period from regularly scheduled meetings of the Commission may be recommended for
41 dismissal to the City Council upon the majority vote of the Commission. The City Council shall
42 receive such recommendation and advise the Planning Commission and member in writing of its
43 determination and action. Upon written request within 20 days of such notification, the member may


1 request an appeal hearing before City Council regarding the member's removal from the
2 Commission.

3 **SECTION XVI - AMENDING THE BYLAWS**

4
5 These Bylaws may be amended at any meeting of the Planning and Zoning Commission provided
6 that notice of said proposed amendment is given to each member in writing at least five days prior to
7 said meeting. The affirmative vote of at least five members of the Commission and a majority of
8 those seated shall be required for the adoption of any proposed amendment to the Bylaws.

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10 Approved and adopted by the Longmont Planning and Zoning Commission on this

11 17th day of February, 2010.

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17 BY: 
18 Chairman
19 Planning and Zoning Commission