

**TO:** Planning & Zoning Commission

**FROM:** Department of Planning & Housing

**DATE:** April 29, 2016

**SUBJECT:** Annual Review of Planning & Zoning Commission Bylaws

Attached are the current Planning & Zoning Commission Bylaws outlining procedures followed by the Commission for each meeting. Please review the Bylaws for the meeting of May 4, 2016. Any recommendations for change will be acted upon at a future Commission meeting.

Attachment

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**PLANNING AND ZONING COMMISSION  
BYLAWS**

**CITY OF AMES, IOWA**

ADOPTED MAY 17, 1989  
REVISED MAY 15, 1991  
REVISED NOVEMBER 20, 1991  
REVISED APRIL 15, 1992  
REVISED MAY 17, 1995  
REVISED MAY 20, 1998  
REVISED SEPTEMBER 4, 2002  
REVISED MAY 21, 2003  
REVISED MAY 18, 2005  
REVISED AUGUST 16, 2006  
REVISED JUNE 4, 2008  
REVISED JUNE 3, 2009

ARTICLE I. Name

The name of this agency shall be the Planning and Zoning Commission of the City of Ames, Iowa. This agency is created by Chapter 20 of the *Municipal Code* of the City of Ames.

ARTICLE II. Purpose and Powers

The purpose and powers of this Commission are prescribed in Chapter 20 of the *Municipal Code* of the City of Ames, Iowa.

ARTICLE III. Members

Membership is designated by Chapter 20 of the *Municipal Code* of the City of Ames, Iowa.

ARTICLE IV. Officers and Duties

Section 1. The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson. The Chairperson shall preside at all meetings of the Commission and shall have the duties normally conferred by parliamentary procedure. The Vice-Chairperson shall preside in the Chairperson's absence and shall have the same duties and responsibilities as the Chairperson.

Section 2. The election of officers shall take place at the Commission's first meeting in April. Nomination of officers shall be made from the floor and the election shall follow immediately thereafter. A candidate receiving a majority vote of the Commission shall be declared elected and shall serve for one year until his/her successor shall take office. In the event an elected Chairperson may vacate that office, the Vice-Chairperson shall assume the position of Chairperson and shall serve for the remainder of the Board year. A new Vice-Chairperson shall be elected at the time the former Vice-Chairperson becomes Chairperson. In the event an elected Vice-Chairperson may vacate that office, a new Vice-Chairperson shall be elected at the next meeting of the Commission.

Section 3. If directed by the Commission or required by the City Council, the Chairperson or the Chairperson's designated substitute shall represent the Commission at City Council meetings for the purpose of presenting the Commission's recommendation to the City Council.

## ARTICLE V. Meetings

Section 1. The regular meetings of the Commission shall be held on the first and third Wednesday of each month.

Section 2. The business of the regular meetings on the first and third Wednesday shall include agenda items that require recommendation to the City Council and the consideration of other appropriate planning items. Long-range planning matters and items generally requiring no formal action also shall be considered at the regularly scheduled Planning and Zoning Commission meetings, as required.

Section 3. Voting. All Commission members shall cast a vote of aye, nay, or abstain on each item of business transacted by the Commission.

The Chairperson is considered to be a member of the Commission and has the same voting responsibilities as other members.

Section 4. Changes of meeting times will be determined by a majority vote of the Commission.

Section 5. Special meetings may be called at the discretion of the Chairperson.

Section 6. Quorum. A majority of the membership of the Commission shall constitute a quorum.

Note: For a recommendation to be made to the City Council there must be a majority of the quorum voting aye or nay on the matter under consideration.

Section 7. Open Meetings. All meetings shall be in compliance with the Iowa Open Meetings Law.

Section 8. Attendance. Commission members are expected to attend all regular and special meetings of the Commission. If a member will not be attending a Commission meeting, the member shall notify the Chairperson, Vice-Chairperson and/or Department of Planning and Housing prior to the meeting.

## ARTICLE VI. Committees

Special committees of the Commission may be formed upon majority decision of the members.

## ARTICLE VII. Order of Business

Section 1. The agenda for the meeting shall be prepared by the Staff with concurrence by the Chairperson two weeks prior to the meeting. Commission members may add items to the agenda prior to the development of the agenda. Said agenda shall be delivered to the Commission at least five (5) days prior to the meeting.

Section 2. The order of business at the regularly scheduled Commission meeting shall be:

- a. Call to Order
- b. Introduction of Commission Members
- c. Approval of Agenda
- d. Approval of Minutes
- e. Public Forum
- f. Current Planning Items requiring recommendation to the City Council
- g. Long-Range Planning Items, Special Studies, and Ordinance Text Amendments
- h. Commission Comments
- i. Staff Comments
- j. Adjournment

## ARTICLE VIII. Public Participation

Section 1. All written or verbal comments to the staff from persons who identify themselves, relating to formal agenda items, shall be presented to the Commission before or during discussion of the item.

Section 2. The public shall be allowed to participate in the discussion of the said item during the "Public Comments" portion of the item. Thereafter, a short rebuttal time shall be allowed to provide for new information only.

## ARTICLE IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

## ARTICLE X. Amendment of Bylaws

These Bylaws can be amended at any regular meeting of the Commission by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **STANDING RULES**

1. The Bylaws shall be reviewed annually in May.
2. Regular meetings of the Commission shall commence at 7:00 p.m. in the City Council Chamber.
3. The Commission shall review the Land Use Policy Plan at least once every five years. More frequent reviews may be made as necessary.