

BY-LAWS  
OF VALLEY COUNTY PLANNING AND ZONING COMMISSION

ARTICLE I  
ESTABLISHMENT

The Valley County Planning and Zoning Commission (hereinafter called the Commission) is established by authority of Idaho Code, the Valley County Land Use and Development Ordinance adopted by the Board of County Commissioners on November 8, 1982, and by appointment of the Board on December 27, 1982. The office shall be located in the Valley County Courthouse at 219 N. Main Street, PO Box 1350, Cascade, Idaho, 83611. Phone 208-382-7115.

ARTICLE II  
MEMBERSHIP

The commission shall consist of five (5) voting members appointed by the Chairman of the Board in accordance with Section 10.01.01 of the Land Use and Development Ordinance.

The term of office for the first appointive members shall be determined by lot as follows:

- Two (2) members for three years,
- Two (2) members for two years,
- One (1) member for one year,

Thereafter the term of office for each appointive office shall be three (3) years.

Members may resign at any time upon written notice to the Chairperson and the Chairman of the Board.

ARTICLE III  
OFFICERS

The commission, at its first regular meeting in January of each year, shall elect a Chairperson, Vice-Chairperson, and a Secretary. Officers may serve two terms of two years. The duties and powers of the officers of the Planning and Zoning Commission shall be as follows:

A. Chairperson

1. Preside at all meetings of the commission.
2. Call special meetings of the commission in accordance with the by-laws.
3. Sign documents of the commission.
4. See that all actions of the commission are properly taken.
5. Make committee appointments as required.

**B. Vice-Chairperson**

1. During the absence, disability or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

**C. Secretary**

1. Keep the minutes of all meetings of the commission in an appropriate minute book.
2. Advertise all legal notices required by Idaho State Law or the by-laws.
3. Prepare the agenda for all meetings of the commission.
4. Be custodian of commission records.

The secretary may be a non-voting member of the commission. No individual, other than the non-voting secretary, may hold one specific office for more than two consecutive years. Officers may be removed from the office by a majority vote of the commission. Any officer may resign the office any time by giving written notice to the commission.

## ARTICLE IV

### MEETINGS

One regular meeting shall be held each month for not less than nine (9) months each calendar year. Special meetings may be called by the Chairperson at any time or at the request of any two (2) members. However, four (4) days written notice must be given to all commission members prior to a regular or special meeting and the agenda must be publicly advertised.

Regular meetings shall be held on the second Thursday of the month in the Valley County Courthouse, Cascade, Idaho at the hours of 6:00 p.m. or at the hour and the place fixed by the Chairperson and stated in the public and commission notice.

A member of the commission failing to attend two (2) consecutive meetings wherein a quorum is absent is expected to submit a written explanation of the absences to the commission and the Board. The commission or the board, upon examination of the explanation, may ask for immediate resignation of the offending member.

## ARTICLE V RULES OF ORDER

The commission shall operate under the precepts of the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED; however, the rules will be suspended after the public hearing is closed during deliberations. The order of business for the commission shall be the following:

- A. Open – call meeting to order.
- B. Attendance roll call.
- C. Approval of minutes of preceding meeting.
- D. Old Business.
  - 1. Public hearings – continued.
  - 2. Other items.
- E. New Business.
  - 1. Conditional Use Permit applications.
  - 2. Preliminary Plats.
  - 3. Other items.
- F. Other items
  - 1. Correspondence.
  - 2. Committee reports.
  - 3. Miscellaneous.

## ARTICLE VI VOTING

Each regularly appointed member shall be entitled to one vote on any matter which may come before the commission. The vote of a majority of the members present at any

meeting attended by a quorum of its members shall be necessary to decide any item. The chairperson may enter into the discussion of and vote on any item before the commission. A tie vote shall be considered disapproval of the item.

## ARTICLE VII

### AGENDA

The agenda shall be prepared by the secretary from applications properly submitted to the commission office and reviewed by staff. The agenda shall be included in the written notice to the commission members.

Notice procedures and public hearing procedures shall follow NOTICE FOR LAND USE - AND RELATED HEARING PROCEDURES, as adopted in the Valley County Land Use and Development Ordinance.

No new agenda item shall be started after 10:00 p.m.

## ARTICLE VIII

### COMMITTEES

Committees may be established and appointed by the Chairperson to assist the Commission in performance of its function. Each committee shall consist of not less than two (2) voting members. Citizens and public officials may also be appointed to serve as non-voting members of the committees.