

**BYLAWS OF THE PLANNING COMMISSION
TOWN OF BEAUX ARTS VILLAGE**

Adopted March, 1998
Amended November, 1998
Amended June, 2001

1. Creation and Authority: The Planning Commission of the Town of Beaux Arts Village was created by Town Ordinance No. 161, passed by the Town Council on September 8, 1981, for the purposes set forth under RCW 35.63 and is granted such powers as are authorized by state statute.
2. Purpose: The purpose of the Commission shall be to assist the Town Council, at the Council's direction, in matters related to land use and zoning. This assistance shall include, but not necessarily be limited to, reviewing the Town's Comprehensive Plan, studying problems related to land use or zoning, preparing ordinance language to mitigate studied problems, conducting preliminary public hearings on proposed ordinances to ensure public involvement in the decision-making process, writing findings of fact based on the public hearings, and making recommendations to the Town Council based upon those findings.
3. Members: The Commission shall consist of five (5) members appointed by the Mayor and confirmed by the Town Council. The term for each member shall be six (6) years and shall be staggered as prescribed by Ordinance 161. However, no more than two members shall vacate their positions in one year, except in cases of emergency.
4. Officers: It is the consensus of the Commission to operate with a Rotating Chairman. The Chairman will be the host of the current meeting. The Chair shall preside over the Commission and exercise all the powers incidental to the office, retaining, however, the full right, as a member of the Commission, to have a vote in all deliberations of the Commission, to propose motions, and to second motions.

The Commission shall elect a ~~Chair~~ and a Secretary at a regularly scheduled meeting in January of each year or at such other time as the Commission deems appropriate. ~~All Officers~~ The Secretary shall serve a term of one (1) year and shall be eligible for re-election.

The Secretary shall review and sign the "Approved" copy of the meeting minutes prior to its distribution to the remaining Commission members and shall keep records of the terms and expiration dates of each Commissioner.

5. Meetings: The Commission shall hold one regular meeting each month, except during the months of July, August, and December. At its January meeting, the Commission shall set its regular meeting schedule for the remainder of the year, including the date and location of each regular meeting. Special meetings may be called by the Chair, as needed, after adequate posting (as required by Town ordinance and state statutes). The scheduled host is implored to provide refreshments.
6. Quorum: A quorum shall consist of three (3) members of the Commission. An affirmative vote on any motion of action shall be signified by the vote of the majority of the members present and voting.
7. Procedure: Generally accepted basic rules of Parliamentary Procedure will be followed. Robert's' Rules of Order will be used as a reference and shall prevail in all parliamentary procedures, except where in conflict with these bylaws, Town ordinances, or state statutes.
8. Meeting Agenda: The agenda for each regularly scheduled meeting of the Planning Commission shall be posted at least seven (7) days in advance of said meeting, shall indicate the date and time of the meeting, and shall list the items of business, as follows:
 - Call to Order/Quorum
 - Minutes
 - Pending Actions and Old Business
 - New Business
 - Announcements
 - Adjournment
9. Minutes: Draft copies of the meeting minutes shall be distributed to all members of the Commission at least seven (7) days before the next regularly scheduled meeting. Upon review of the minutes, corrections and amendments shall be duly noted during the meeting. The annotated version shall be reviewed by the Secretary and signed to indicate approval for distribution. Copies of the approved minutes shall be distributed to members of the Commission after the meeting in a timely fashion.
10. Public Hearings: The Commission shall hold public hearings as it deems necessary and at the direction of the Town Council. Such hearings may be held at a regular or special meeting of the Commission after being duly advertised as required by Town ordinances and state statutes.
11. Staff Assistance: The Town Clerk-Treasurer or his/her designee shall perform such clerical duties as are needed by the Commission, including, posting meeting agendas and public-hearing notices, recording the minutes of each meeting, distributing copies of materials as needed by members of the Commission, acting as a liaison between the Commission, the Town Council, and the Town Attorney, and providing guidance on processes related to land-use issues, e.g. documentation.