

BY-LAWS OF THE LAFAYETTE, COLORADO PLANNING COMMISSION

Pursuant to the authority vested in the Lafayette, Colorado Planning Commission by Section 4.14 of the Home Rule Charter of the City of Lafayette, Colorado and Ordinance No. 410 of the ordinances of the City of Lafayette, Colorado, the Lafayette, Colorado Planning Commission adopts the following By-Laws for the regulation of its meetings and for the organization of the Planning Commission.

I. **ATTENDANCE REQUIREMENTS.** Any member who is absent from four consecutive regular meetings or six regular meetings in a six-month period shall receive a notification from the Chairperson of the Planning Commission advising the member of his/her absences. Any member who is absent from eight regular meetings in a six-month period or six consecutive regular meetings shall be subject to dismissal as a member of the Planning Commission by the City Council of Lafayette, Colorado. The City Council of Lafayette, Colorado shall be notified of any member of the Lafayette Planning Commission who is absent from eight regular meetings in a six-month period and/or any member who is absent from six regular consecutive meetings. By majority vote of the Planning Commission, any absent member may be granted an excused absence.

II. **ANNUAL MEETING.** Until 2003, the annual meeting of the Lafayette Planning Commission shall be at the regular meeting in the month of September of each year. Effective 2003, the annual meeting of the Lafayette Planning Commission shall be at the regular meeting in the month of July of each year. Such meeting shall be devoted in part to the election of officers for the ensuing year and such other business as shall be scheduled.

III. **REGULAR MEETINGS.** Regular meetings of the Lafayette Planning Commission shall be held at the Lafayette City Council Chambers at 7:00 p.m. on the fourth Tuesday and the following Wednesday of each month. At such meetings the Planning Commission shall consider all matters properly brought before the Commission as scheduled agenda items. A regular meeting may be cancelled or rescheduled by the Planning Commission at a prior meeting or a meeting may be automatically cancelled if there are no hearings, reports or other business to be brought before the Planning Commission. In the event of an automatic cancellation, members of the Planning Commission shall receive written notice of a cancellation of a meeting at least five days prior to the scheduled meeting.

The 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 Secretary shall notify the Commission members of such change at least five days prior to the meeting.

IV. **SPECIAL MEETINGS.** Special meetings of the Lafayette Planning Commission shall be held at a time and place designated by the Planning Commission Chairperson and shall be called by the Planning Commission Chairperson. Written notice of all special Lafayette Planning Commission meetings shall be given to all Commission members not less than five days prior to a special meeting.

V. **PUBLIC MEETINGS.** All meetings of the Lafayette Planning Commission shall be open to the public. All meetings of a quorum, or three or more members of the Planning Commission, at which any public business is discussed or at which any formal action may be taken, shall constitute a meeting for purposes of this section. In addition to any other notice required by the Charter, ordinances, or these By-Laws, notice of any regular or special meeting shall be posted in a designated public place within the Lafayette city limits no less than 24 hours prior to the holding of such meeting. The public place or places for posting of such notice shall be designated annually the Planning Commission's first regular meeting of each calendar year. The posting shall include specific agenda information where possible. The Planning Commission may conduct an executive session in compliance with applicable law.

VI. **TESTIMONY AT PUBLIC MEETINGS.** The Commission will take testimony from members of the public during public hearings. The Commission may limit the time period for testimony. In addition,

upon consensus of the Planning Commission, comments may be taken on non-public hearing agenda items. The Commission may accept public comment on non-public hearing items, unless there is a consensus of the Commission that comments shall be terminated for due cause.

Public testimony that includes electronic presentations, such as a Microsoft PowerPoint presentation, is allowed. However, if the electronic presentation is to be presented through the use of the City's computers and associated devices then such electronic files shall be submitted to the Planning & Building Department staff by 12:00 noon on the business day before the Commission meeting where the presentation is to occur.

VII. QUORUM. At any meeting of the Lafayette Planning Commission, a quorum shall consist of four members of the Planning Commission. No action shall be taken in the absence of a quorum except the adjournment of the meeting to a subsequent date.

VIII. VOTING. Voting at any meeting of the Lafayette Planning Commission shall be by voice vote. However, a roll call vote may be requested by any member and ballot vote shall be used for election of officers.

IX. VACANCIES. A vacancy in the office of Chairperson or Vice-Chairperson of the Lafayette Planning Commission shall be filled by election at the next regular meeting of the Planning Commission from among the Planning Commission members. Until such election, the Vice-Chairperson will serve as acting Chairperson. All officers elected to fill a vacant position shall serve until the next annual meeting.

X. RULES OF PROCEDURE. All meetings of the Lafayette Planning Commission shall be conducted in accordance with Robert's Rules of Order. In case of a conflict between Robert's Rules of Order and these By-Laws, these By-Laws shall control.

XI. DUTIES OF OFFICERS. The Chairperson of the Planning Commission shall preside at all regular, special and adjourned meetings of the Planning Commission and shall sign all documents of the Commission and shall, subject to these By-Laws and rules of procedure, decide all points of procedure unless otherwise directed by a majority of the members present at a particular meeting. The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in the event the Chairperson is absent or unable to perform his/her duties. The Secretary shall keep or cause to be kept all records, including minutes of all meetings, of the Lafayette Planning Commission and such records shall become a part of the official City record. The Secretary shall give or serve all notices required by law or by these By-Laws and shall further prepare the agenda for all meetings of the Planning Commission. The City Clerk or the Planning Department Secretary of the City of Lafayette, Colorado shall serve as Secretary to the Planning Commission.

XII. AMENDMENTS TO BY-LAWS. These By-Laws may be amended at any regular meeting of the Lafayette Planning Commission provided that a notice of said proposed amendment is given to each member in writing at least five days prior to said meeting. An affirmative vote of at least two-thirds of the total members of the Planning Commission shall be required for the adoption of any proposed amendment to these By-Laws.

ADOPTED BY THE LAFAYETTE, COLORADO PLANNING COMMISSION THIS 28th DAY OF FEBRUARY, 2007

Chairperson
