

**THE FOLLOWING RULES OF PROCEDURE ARE HEREBY ADOPTED BY  
THE MONROE COUNTY PLANNING AND ZONING COMMISSION**

**SECTION 1.0 OFFICERS**

The commission shall select from its membership a Chairperson and a Vice-Chairperson, who will perform the usual duties pertaining to such offices.

**1.1 SELECTION**

At the first regular meeting held after January 1 of each year, the commission will select its officers from its membership. All officers are eligible for re-election.

**1.2 TENURE**

The Chairperson and Vice-Chairperson shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

**1.3 DUTIES**

The Chairperson will preside at all meetings, appoint committees, and perform such other duties as may be ordered by the commission. The Vice-Chairperson shall act in the capacity of the Chairperson in his/her absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the commission shall select a successor to the office of Vice-Chairperson for the unexpired term. The Secretary will be appointed by the Zoning Commission and will record and maintain minutes of the meetings, insure that the minutes and adopted recommendations are properly published and recorded, and perform such other duties as the commission may determine.

## **SECTION 2.0      MEETINGS**

The Commission shall meet only when business exists requiring its consideration. Meetings will be called at the request of the Zoning Administrator, Chairperson, or any three (3) members of the commission. Notice of the meetings shall be given by the Secretary to the members of the commission at least 24 hours prior to such meeting and shall state the purpose and time of the meeting. The Secretary will prepare an agenda for each meeting and send it to each commission member.

### **2.1      OPEN MEETINGS**

All meetings, hearings, records, and accounts shall be open to the public and public notice of each meeting will be given thru public media. All such meetings/hearings shall be at a place within the county that the Zoning Commission may determine.

### **2.2      QUORUM**

A majority of the total number of members will constitute a quorum. Without a quorum, no business will be transacted and no official action on any matter will take place. An affirmative vote of the majority of the total number of members will be required for the exercise of the powers or functions conferred or imposed upon this commission.

### **2.3      MOTIONS**

Motions may be made by anyone on the commission except the Chairperson. The Chairperson will restate the motion before a vote is taken.

### **2.4      VOTING**

Voting will be roll call and will be recorded by yeas and nays. Every member of the commission, including the Chairperson, is required to cast a vote upon each motion. However, a member may abstain if the members believes there is a conflict of interest, particularly if the conflict is of a financial nature. A member who elects to abstain from voting should so inform the commission, prior to the commencement of the meeting, so other commission members can properly weigh the opinions given by a member who believes a conflict of interest exists.

### **2.5      PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, will govern the commission meetings in all cases where these rules do not provide the procedures to be followed.

## **SECTION 3.0 HEARINGS**

### **3.1 ZONING HEARINGS**

Before recommending approval of an amendment, supplement, change or modification of boundaries or regulations to the Zoning Ordinance to the Board of Supervisors, the commission will hold a public hearing on the matter. Notice of the time and place of the hearing will be given, not less than 4 days, or more than 20 days before the date of the public hearing (or as otherwise required by state law), by one or more publications in a newspaper of general circulation.

Notice of a proposed amendment, supplement, change or modification of boundaries or regulations will be given by the Zoning Administrator (or the Zoning Administrator's designee) to the applicant and all interested parties, including the owners and residents of property within five hundred (500) feet of the boundaries of the premises under consideration. The above notice to be mailed by certified mail, return receipt requested when the publication appears in the newspaper. The notice shall state the location of the district affected by naming the township and section, and the boundaries of the district shall be expressed in terms of streets or roads, if possible.

### **3.2 COMMISSION ACTION**

The Zoning Commission shall hold a public hearing on the application within sixty (60) days of receiving said application.

Action taken by the commission on any matter on which a public hearing is held shall not become effective until after the proper action by the Board of Supervisors has been taken.

### **3.3 OPEN MEETINGS**

All meetings, hearings, records, and accounts shall be open to the public. All such meetings/hearings shall be at a place within the county that the Zoning Commission may determine.

### **3.4 QUORUM**

A majority of the total number of members will constitute a quorum. Without a quorum, no business will be transacted and no official action on the matter will take place. An affirmative vote of the majority of the total number of members will be required for the exercise of the powers or functions conferred or imposed upon this commission.

### **3.5 ORDER OF BUSINESS**

- a) Call Meeting To Order
- b) Roll Call
- c) Approve Minutes
- d) Open Public Hearing
- e) Invite Public Response
- f) Close Public Hearing
- g) Entertain Motion On Subject Matter
- h) Discussion And Consideration Of Matter
- i) Vote
- j) Other Business
- k) Reports from Zoning Administrator
- l) Adjourn

### **3.6 MOTIONS**

Motions may be made by anyone on the commission except the Chairperson. The Chairperson will restate the motion before a vote is taken.

### **3.7 VOTING**

Voting will be roll call and will be recorded by yeas and nays. Every member of the commission, including the Chairperson, is required to cast a vote upon each motion. However, a member may abstain if the members believes there is a conflict of interest, particularly if the conflict is of a financial nature. A member who elects to abstain from voting should so inform the commission, prior to the commencement of the meeting, so other commission members can properly weigh the opinions given by a member who believes a conflict of interest exists.

### **3.8 PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, will govern the commission meetings in all cases where these rules do not provide the procedures to be followed.

## **SECTION 4.0 MEETING ATTENDANCE**

Commission members are expected to attend all regular and special meetings of the commission. If a member has a valid excuse for non-attendance, the member shall notify the zoning administrator prior to the meeting.

## **SECTION 5.0 AMENDMENTS**

These rules may be amended at any meeting by a two-thirds vote of the members present.

APPROVED March 30, 1999

MONROE COUNTY  
BOARD OF SUPERVISORS

Paul V. Koffman  
Chairman, Paul V. Koffman

DJR  
Member, Dennis J. Ryan

Michael R. Beary  
Member, Michael R. Beary

APPROVED March 4, 1999

MONROE COUNTY  
PLANNING AND ZONING COMMISSION

St. Lewis  
Chairperson

Jim Delaney  
Robert Livingston

Reuben C. Foster

John L. DeHamer

David Morgan

Sharon Deby

ATTEST:

Jeannie Bettis  
Monroe County Auditor, Jeannie Bettis  
Seal

March 30, 1999  
Date