

**BY-LAWS
BENTONVILLE PLANNING COMMISSION**

Article 1 Member, Term, Attending to Duties

- 1.1 The Members and term of office shall be as stipulated by the most recent city ordinances or as amended.
- 1.2 When a new member is appointed to the commission the position number he or she is filling will be so designated at the time of appointment.
- 1.3 Missing three (3) consecutive regularly scheduled meetings, to include both, Planning Commission and/or Technical Review meetings or a total of six (6) meetings combined in a calendar year, except in extraordinary cases, may, at the recommendation of the commission, constitute cause for removal by the city council.
- 1.4 Members should advise the secretary or planning staff before the meeting date if they expect to be absent or late.

Article 2 Officers, Election and Term, Duties, Chairing the Meeting, Signing for the Commission.

- 2.1 The members shall elect a chairman, vice-chairman and a secretary at the administrative meeting in December, and the term of office shall be until the next officers have been elected.
- 2.2 The chairman shall preside at meetings and hearings and shall decide points of order or procedure, following Robert's Rules of Order. The chair may designate a parliamentarian to keep the meeting running in an orderly fashion.
- 2.3 In case the chairman is absent, the vice-chairman shall assume the duties as chair; next comes the secretary. If all three are absent and a quorum is present, those members shall elect from among themselves a chairman and secretary and proceed.
- 2.4 The secretary shall be responsible for the following tasks; however, (s) he may delegate authority for performing them to another member or employee of the planning department;
 - 2.4.1 Bring an up-to-date copy of the by-laws and appointing orders (names, addresses, term dates, and committee lists) to every meeting.
 - 2.4.2 Prepare the minutes of meetings and public hearings.
 - 2.4.3 Distribute minutes of regular meetings, special meetings and public hearings to all Commission members prior to next regularly scheduled meeting.
 - 2.4.4 Hand deliver, mail, email or otherwise digitally notify the proposed order of business items and notice of regular meetings, and the purpose and notice of special meetings.
 - 2.4.5 Keep up with priority correspondence and inspect the files; complete filings with city officials as required. Routine matters will normally be delegated to the employee (s) of the planning department.
 - 2.4.6 Place notices of public hearing and legal advertising.
- 2.5 When adopting all or a part of the comprehensive city plan for all or any part of the incorporated territory which takes the certifying signature of the chairman, the material shall be signed by the appointed chairman or the acting chairman.
 - 2.5.1 In lesser matters and when agreed to by the members, the chair shall delegate the authority for certifying specific commission actions to another officer. Routine matters will normally be the duty of the planning department.
 - 2.5.2 In the event the planning commission takes action accompanied by restrictions or conditions that must be met before that action is to be certified and carried into effect, the planning staff will assure satisfaction of these conditions.

Article 3 Meeting scheduling, Quorum, Majority, Order of Business, Public Hearings

- 3.1 Commission meetings shall be open to the public as provided by the Arkansas Freedom of Information Act.
 - 3.1.1. The regular meetings of the planning commission shall be on the first and third Tuesday of each month at 5:00 p.m. in the Planning Commission Chambers of the Bentonville Community Development Building located at 305 SW A Street.
 - 3.1.2. Special meetings may be called at any time by the chairman or any three members.
- 3.2. No formal business shall be conducted without a quorum and no member may vote by proxy.
 - 3.2.1. A quorum shall exist when a majority of the appointive members are present.
 - 3.2.2. The affirmative vote of a simple majority of those members present shall carry any motion or resolution, except as otherwise stated. The chairman shall have a vote at all times.
 - 3.2.3. The mayor shall be an ex-officio member (or any ex-officio member) and shall not be counted in arriving at quorum.
- 3.3. The order of business shall follow the distributed agenda unless otherwise agreed to by the members.
- 3.4. Public hearings shall be conducted (formally), and the chair shall make all rulings and determinations regarding the scope of the inquiry, the admissibility of evidence, the order in which evidence, objections and arguments will be heard, and other like matters, except that other members shall be privileged to make inquires personally and to call for a vote on any ruling of the chair, whereupon the vote shall determine the rule. It shall be the purpose of the chair to entertain the presentation of sufficient matter to do substantial justice to all concerned parties to the proceedings. It is not the intent in the public hearing to defy the members and their responsibilities as spokesmen for the public view on public issues, but rather to develop them in this role. Final or official action shall be taken only in regular meetings unless the public hearing is continued to a special session of the planning commission after the hearing.
- 3.5. A rehearing shall be called if there is substantial information indicating a factual error, omission or oversight in the first consideration or at the request of city council. A request for a rehearing must be made in writing and must state the factual error, omission or oversight asserted as the basis for a rehearing. A request of a rehearing must be filed with the community development director within 30 days from the date of final action on the matter by planning commission.
- 3.6. One meeting per year will be reserved for administrative items. No development items will be heard at this meeting. The 2nd meeting during the month of December will be reserved for administrative items of the planning commission.

Article 4 Consent Agenda

- 4.1. The community development director or his/her designee is authorized to prepare for each meeting a consent agenda for consideration by the planning commission.
- 4.2. Items may be placed on the consent agenda if it is non-controversial, the item does not require a public hearing and staff and applicant agree on the findings and conditions of approval.
- 4.3. The following procedure will generally be followed by the planning commission when considering consent agenda items:
 - 4.3.1. Introduction of the consent agenda items by the chair.
 - 4.3.2. Any commissioner or member of the public may request that an item be removed from the consent agenda. The reason for the request shall be stated. Such request need not be seconded.

