

D1

**BYLAWS OF THE  
ZONING AND PLATTING COMMISSION**

**ARTICLE 1. NAME.**

The name of the board is the Zoning and Platting Commission.

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the board is to perform duties relating to land use and development prescribed by Title 25 (*Land Development*) and other duties as may be assigned by the city council.

**ARTICLE 3. MEMBERSHIP.**

- (A) The board is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of three years beginning August 1<sup>st</sup> on the year of appointment.
- (D) An individual board member may not act in an official capacity except through the action of the board, except when required to do so by law in connection with the approval, endorsement, or attestation of plats.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a twelve month time period automatically vacates the member's position. This does not apply to an absence due to illness or injury if the member notifies the staff liaison of the reason for the absence no later than the next meeting of the board.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

**ARTICLE 4. OFFICERS.**

- (A) The officers of the board shall consist of a chair, vice-chair, secretary, and parliamentarian.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after August 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.

1 (C) The term of office shall be one year, beginning September 1 and ending August 31. An officer may  
2 continue to serve until a successor is elected. A person may not serve as an officer in a designated  
3 position of a board for more than three consecutive one-year terms. A person who has served as an  
4 officer in a designated position of a board for three consecutive terms is not eligible for re-election  
5 to that designated office until the expiration of two years after the last date of the person's service in  
6 that office.  
7

8 (D) A member may not hold more than one office at a time.  
9

#### 10 **ARTICLE 5. DUTIES OF OFFICERS.**

11  
12 (A) The chair shall preside at board meetings, appoint all standing committees each year following the  
13 election of officers, and represent the board at ceremonial functions. The Chair shall appoint the  
14 Chair and members of such special committees as from time to time may be authorized by the  
15 board. As provided by statute, the Chair shall sign any certificate endorsing a subdivision plat.  
16

17 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
18

19 (C) In the absence of both the Chair and the Vice-Chair, the member serving as presiding officer shall  
20 sign any certificate endorsing a subdivision plat. In the absence of the chair, vice chair, and  
21 secretary, any member may be deemed the presiding officer by a quorum of the board present at the  
22 meeting, with such designation recorded in the minutes.  
23

24 (D) The secretary shall monitor the timely completion of minutes of the board's meetings. As provided  
25 by statute, the secretary shall sign all subdivision plats. In the absence of the chair and vice chair,  
26 the secretary shall perform duties of the chair.  
27

28 (E) The Parliamentarian shall advise on all matters of procedure and shall assure that business  
29 conducted before the board conforms to these Rules and Regulations and Roberts Rules of Order  
30 Newly Revised.  
31

#### 32 **ARTICLE 6. AGENDAS.**

33  
34 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
35 liaison at least five days before the meeting.  
36

37 (B) The staff liaison shall prepare and distribute the agenda to the board members not less than 72 hours  
38 before the meeting.  
39

40 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
41 Meetings Act).  
42

#### 43 **ARTICLE 7. MEETINGS.**

44  
45 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open  
46 Meetings Act).  
47

48 (B) Board meetings shall be governed by Robert's Rules of Order.

- 1  
2 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
3  
4 (D) The regular meeting of the board shall be held on the first and third Tuesday of each month at 6  
5 p.m., in Council Chambers, at 301 West Street, unless otherwise determined by the board. If the  
6 regular meeting day is a holiday, the meeting will be held on the following Tuesday of the month.  
7  
8 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
9 or more members. The call shall state the purpose of the meeting. A notice of a special meeting  
10 must be in writing and sent to all members at least three days before the meeting.  
11  
12 (F) Four members constitute a quorum.  
13  
14 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
15 then the meeting may not be held.  
16  
17 (H) To be effective, a board action must be adopted by affirmative vote of not less than the four  
18 members.  
19  
20 (I) The chair has the same voting privilege as any other member.  
21  
22 (J) The board shall allow citizens to address the board on agenda items and during a period of time set  
23 aside for citizen communications. The chair may limit a speaker to three minutes.  
24  
25 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
26 the vote of each member on each item before the board and indicate whether a member is absent or  
27 failed to vote on an item.  
28  
29 (L) The Neighborhood Planning and Zoning Department shall retain all official board documents. The  
30 documents are public records under Texas Local Government Code Chapter 552 (Texas Public  
31 Information Act).  
32  
33 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
34 meeting.  
35

#### 36 **ARTICLE 8. COMMITTEES.**

37

- 38 (A) Each standing or special committee must be established by an affirmative vote of the board. Each  
39 committee shall consist of at least three board members appointed by the chair. A staff member  
40 shall be assigned to each committee by the director of the Neighborhood Planning and Zoning  
41 Department. The following are the standing committees of the board:  
42  
43 (1) Executive Committee—This Committee shall be composed of the officers of the Commission.  
44 The staff liaison shall be an ex-officio member without privilege of vote. A quorum shall be  
45 three (3) Commissioners. The Executive Committee shall be responsible for coordination of  
46 the board's activities and may make recommendations to the board on the annual budget as it  
47 relates to the board's work program. The Committee shall annually recommend goals to the  
48 board and shall recommend a work plan to accomplish those goals.

1  
2 (2) Liaison Committee - The purpose of the Liaison Committee is to meet regularly to exchange  
3 information relating to the Planning Commission and the Zoning and Platting Commission  
4 and make recommendations to the commissions on common policies, objectives, issues and  
5 activities. The Liaison Committee consists of two members from the Planning Commission  
6 and two from the Zoning and Platting Commission.  
7

8 (B) The board chair shall appoint a committee member as the committee chair, with the member's  
9 consent.

10  
11 (C) A majority of the total number of appointed committee members constitutes a quorum.  
12

13 (D) Each standing committee shall meet on a regularly scheduled basis at least quarterly.  
14

15 (E) Each standing committee shall make an annual report to the board at the January board meeting.  
16

17 (F) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
18 (Texas Open Meetings Act).  
19

20  
21 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**  
22

23 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
24 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
25 order which the board or city council may adopt.  
26

27 **ARTICLE 10. AMENDMENT OF BYLAWS.**  
28

29 A bylaw amendment is not effective unless approved by the Council Audit and Finance  
30 Committee.  
31  
32  
33  
34  
35  
36  
37

38 The bylaws were approved by the \_\_\_\_\_ at their meeting held on  
39 \_\_\_\_\_.  
40

41  
42 \_\_\_\_\_  
43 Staff Liaison to Zoning & Platting Commission