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2
3 **BYLAWS OF THE**
4 **PLANNING COMMISSION**

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7 **ARTICLE 1. NAME.**
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9 The name of the board is Planning Commission.
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12 **ARTICLE 2. PURPOSE AND DUTIES.**
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14 The purpose and duties of the board are as follows:
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- 16 (1) Review and make recommendations to the council regarding the adoption and implementation of
17 a comprehensive plan (as defined by section 5 of this article) or element or portion thereof
18 prepared under authorization of the city council and under the direction of the city manager and
19 responsible city planning staff;
20
- 21 (2) After a comprehensive plan or element or portion thereof has been adopted in conformity with
22 this article:
23
- 24 (a) Review and make recommendation to the council on all amendments to the
25 comprehensive plan or element or portion thereof;
26
- 27 (b) Review and make recommendations to the council on all proposals to adopt or amend
28 land development regulations for the purpose of establishing the relationship of such
29 proposal to, and its consistency with, the adopted comprehensive plan or element or
30 portion thereof. For purposes of this article and subsection, "land development
31 regulations" includes zoning, subdivision, building and construction, environmental, and
32 other police power regulations controlling, regulating, or affecting the use or
33 development of land;
34
- 35 (3) Pursuant to ordinances adopted by the council, exercise control over platting and subdividing
36 land within the corporate limits and the extraterritorial jurisdiction of the city to insure the
37 consistency of any such plats or subdivision with the adopted comprehensive plan or element or
38 portion thereof;
39
- 40 (4) Submit annually to the city manager, not less than 90 days prior to the beginning of the budget
41 year, a list of recommended capital improvements, which in the opinion of the commission are
42 necessary or desirable to implement the adopted comprehensive plan or element or portion
43 thereof during the forthcoming five-year period;
44
- 45 (5) Monitor and oversee the effectiveness and status of the comprehensive plan and recommend
46 annually to the council any changes in or amendments to the comprehensive plan as may be
47 desired or required;
48

1 (6) Prepare periodic evaluation and appraisal reports on the comprehensive plan, which shall be sent
2 to the council at least once every five years after the adoption of the comprehensive plan or
3 element or portion thereof;

4
5 (7) Require information from the city manager relative to its work;

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7 The commission shall be responsible to and act as an advisory body to the council and shall
8 perform such additional duties and exercise such additional powers as may be prescribed by ordinance
9 of the council not inconsistent with the provisions of this Charter.

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12 **ARTICLE 3. MEMBERSHIP.**

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14 (A) The board has a number of members equal to the number of members on the council plus two (2)
15 additional members. A minimum of two-thirds of the members shall be lay members not directly or
16 indirectly connected with real estate and land development. The city manager, the chairperson of
17 the zoning board of adjustment, the director of public works and the president of the board of
18 trustees of the Austin Independent School District shall serve as ex officio members.

19
20 (B) Board members serve for a term of two years beginning March 1st 21 on the year of appointment.
21 Board members are appointed by the council for a term of two (2) years, -seven (7) members
22 appointed in every odd-numbered year and six(6) members in every even-numbered year.

23
24 (C) An individual board member may not act in an official capacity except through the action of the
25 board, except when required to do so in accordance with provisions for approval or endorsement of
26 plats.

27
28 (D) A board member who is absent for three consecutive regular meetings or one-third of all regular
29 meetings in a “rolling” twelve month timeframe automatically vacates the member’s position
30 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an
31 absence due to illness or injury of the board member, an illness or injury of a board member’s
32 immediate family member, active military service, or the birth or adoption of the board member’s
33 child for 90 days after the event. The board member must notify the staff liaison of the reason for
34 the absence not later than the date of the next regular meeting of the board. Failure to notify the
35 liaison before the next regular meeting of the board will result in an unexcused absence.

36
37 (E) At each meeting, each board member shall sign an attendance sheet (or if participating virtually via
38 videoconference, send an email as provided by City Code Section 2-1-24(D)) which indicates that
39 the member does not have a conflict of interest with any item on that agenda, or identifies each
40 agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the
41 member being counted as absent and his/her votes are not counted.

42
43 (F) A member who seeks to resign from the board shall submit a written resignation to the chair of the
44 board, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a
45 thirty day notice so the city council can appoint a replacement.

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48 **ARTICLE 4. OFFICERS.**

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2 (A) The officers of the board shall consist of a chair and a vice-chair.
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4 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after
5 April 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold
6 an emergency election as needed.
7
8 (C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may
9 continue to serve until a successor is elected. A person may not serve as an officer in a designated
10 position of a board for more than four consecutive one-year terms. A person who has served as an
11 officer in a designated position of a board for four consecutive terms is not eligible for re-election
12 to that designated office until the expiration of two years after the last date of the person's service in
13 that office. The board may override the term limit provision for an officer by an affirmative vote of
14 two-thirds of the authorized board members.
15
16 (D) A member may not hold more than one office at a time.
17
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19 **ARTICLE 5. DUTIES OF OFFICERS.**

- 20
21 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial
22 functions and approve each final meeting agenda as provided in Article 6(A).
23
24 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
25
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27 **ARTICLE 6. AGENDAS.**

- 28
29 (A) Two or more board members may place an item on the agenda by oral or written request to the staff
30 liaison at least seven business days before the meeting. After first consulting with and receiving
31 input from the staff liaison, the chair shall approve each final meeting agenda prior to posting,
32 except that posting language may be adjusted in order to ensure compliance with Government Code
33 Chapter 551 (Open Meetings Act).
34
35 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for
36 each meeting not less than the 4th business day before the scheduled meeting date.
37
38 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
39 Meetings Act).
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42 **ARTICLE 7. MEETINGS.**

- 43
44 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open
45 Meetings Act).
46
47 (B) Board meetings shall be governed by Robert's Rules of Order.
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- 1 (C) The board may not conduct a closed meeting without the approval of the city attorney.
2
3 (D) The board shall meet twice a month. In November of each year, the board shall adopt a schedule of
4 the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled
5 meetings.
6
7 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
8 or more members. The call shall state the purpose of the meeting. A board may not call a meeting in
9 addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often
10 than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline
11 established by Council.
12
13 (F) Seven members constitute a quorum.
14
15 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
16 then the meeting may not be held.
17
18 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members
19 necessary to provide a quorum.
20
21 (I) The chair has the same voting privilege as any other member.
22
23 (J) The board shall allow members of the public to address the board on agenda items and during a
24 period of time set aside for public communications on non-agenda items. The chair shall allow a
25 speaker to speak for no less than two minutes per agenda item and for three minutes on a non-
26 agenda item.
27
28 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include
29 the vote of each member on each item before the board and indicate whether a member is absent or
30 failed to vote on an item.
31
32 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
33 Austin Planning Department shall retain all other board documents. The documents are public
34 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
35
36 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the
37 meeting.
38
39 (N) Each person and board member attending a board meeting should observe decorum pursuant to
40 Section 2-1-48 of the City Code.
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43 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

44 **COMMITTEES**

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- 1 (A) Each committee must be established by an affirmative vote of the board. A committee cannot meet
2 until its creation is approved by the Council Audit and Finance Committee. Each committee shall
3 consist of at least three board members appointed by the chair. A staff member shall be assigned to
4 each committee by the director of Austin Planning.
5
6 (B) The board chair shall appoint a board member as the committee chair, with the member's consent.
7
8 (C) A majority of the total number of appointed committee members constitutes a quorum.
9
10 (D) Each committee shall meet on a regularly scheduled basis at least quarterly.
11
12 (E) Each committee shall make an annual report to the board at the January board meeting.
13
14 (F) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
15 (Texas Open Meetings Act).
16
17 (G) At each committee meeting, a committee member shall sign in on a sheet provided (or if
18 participating virtually via videoconference, send an email as provided by City Code Section 2-1-
19 24(D)) and shall indicate that the member has no conflict of interest with any item on the committee
20 meeting agenda, or identify each agenda item on which the member has a conflict of interest.
21
22 (H) The Planning Commission currently has no committees.
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WORKING GROUPS

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27 (A) The board can determine the size of a working group but the number of board members serving on
28 the working group must be less than a quorum of the board.
29
30 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
31
32 (C) Quorum requirements do not apply to working groups.
33
34 (D) Staff support will not be provided for working groups.
35
36 (E) Working groups are not required to post their meetings in accordance with the Texas Government
37 Code Chapter 551 (Texas Open Meetings Act).
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ARTICLE 9. PARLIAMENTARY AUTHORITY.

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42 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all
43 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of
44 procedure which the board or city council may adopt.
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ARTICLE 10. AMENDMENT OF BYLAWS.

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1 A bylaw amendment is not effective unless approved by Council after review by the Council Audit
2 and Finance Committee.

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4 The bylaws were approved by the Austin City Council at their meeting held on October 6, 2016.

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6 The bylaws were revised in accordance with Ordinance 20251120-008 on January 28, 2026, by Ella
7 Garcia.

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Staff Liaison