

BYLAWS  
JEROME COUNTY PLANNING AND ZONING COMMISSION

ARTICLE 1

NAME

Section 1           The name of this organization is the Jerome County Planning and Zoning Commission.

ARTICLE 11

PURPOSE

Section 1           The purpose of the Jerome County Planning and Zoning Commission shall be to consider requests for zoning changes, variances, subdivisions and zoning classifications. The Commission shall make recommendations of approval or disapproval, with qualifications when applicable, on all appropriate applications for zoning changes and related considerations to the Jerome Board of County Commissioners. All ordinances and plans adopted by the Jerome County Planning and Zoning Commission and the Jerome Board of County Commissioners shall be considered when reviewing the applications.

Section 2           Any land use planning proposals concerning Jerome County shall be studied by the Planning and Zoning Commission prior to the Commission making recommendations to the Jerome Board of County Commissioners.

ARTICLE 111

MEMBERSHIP

Section 1           The membership on the Planning and Zoning Commission shall consist of no less than three (3) persons nor more than twelve (12) persons selected based on background, knowledge, geographical residence and/or special areas of expertise desired to be represented on the Commission. Not more than one-third (1/3) of the members of the Commission may reside within an incorporated city of fifteen hundred (1,500) or more population in the county. At least one-half (1/2) of the members of the commission must reside outside the boundaries of any city's area of impact. Planning and Zoning Commission members may recommend new members, but final appointment shall be made by the Jerome Board of County Commissioners.

Section 2           Terms of members shall be six (6) years and shall be staggered in order to provide continuity of membership. Terms shall coincide with the calendar year.

Section 3           A majority of the membership must be present to transact business at meetings. Voting by proxy is not valid.

Section 4           An appointed member of the Planning and Zoning Commission must have resided in Jerome County for at least five (5) years prior to appointment and

must remain a resident of Jerome County during his/her service on the Commission.

Section 5 Members may be removed from the Commission for cause by a majority vote of the Board of County Commissioners. Cause for removal includes, but is not limited to, those specifically set forth in these by-laws.

#### ARTICLE IV                    MEETINGS

Section 1 Regular meetings shall be held on the last Monday of the month at the Jerome County Courthouse, unless the Chairman cancels a meeting due to lack of business on the agenda. Special meetings may be called by the Chairman when deemed necessary.

Section 2 The Commission members must receive the meeting notice and the business agenda at least five (5) days prior to the meeting date.

#### ARTICLE V                    OFFICERS

Section 1 The officers shall be Chairman and Vice-Chairman.

Section 2 The officers shall be elected by a majority vote at the January meeting of even numbered years and shall serve a term of two (2) years.

Section 3 The duties of the officers shall be:

- a. The Chairman shall conduct all meetings, sign documents on behalf of the Planning and Zoning Commission when authorized to do so, be ex-officio member of all committees and to assume other duties inherent in the position of Chairman.
- b. The Vice-Chairman shall conduct meetings and sign documents when authorized to do so in the absence of the Chairman and he may be assigned various duties by the Chairman.
- c. There shall be an Administrative Secretary appointed by the Board of County Commissioner, whose duties shall be to act as Secretary to the Jerome County Planning and Zoning Commission, to accurately record the minutes of the Planning and Zoning Commission meetings and the attendance records, to record the building permits, and to send notices, agendas and minutes to Commission members, the Board of County Commissioners and other interested parties as requested and to perform other duties consistent with the position. When the Planning and Zoning Commission makes recommendations to the Board of County Commissioners on applications, the Secretary shall forward a formal recommendation, signed by the Commission Chairman for transmittal with the official

file to the Board of County Commissioners.

ARTICLE VI

ADMINISTRATION

Section 1                    There may be a Planning and Zoning Administrator appointed by the Jerome Board of County Commissioners to implement the Planning and Zoning Ordinance on behalf of the Planning and Zoning Commission and the Board of County Commissioners, and for the benefit of the residents of Jerome County. The Administrator works in conjunction with the Planning and Zoning Commission and Board of County Commissioners.

ARTICLE VII

COMMITTEES

Section 1                    The Commission Chairman may assign committees to conduct studies and to form recommendations for the Commission's consideration. These committees shall serve for only a specified purpose and length of time.

Section 2                    The Commission Chairman shall appoint members to all committees, although the appointments shall be subject to ratification by the Commission.

Section 3                    A majority of committee members shall constitute a quorum for making recommendations to the Planning and Zoning Commission.

ARTICLE VIII

VACANCIES

Section 1                    Any vacancies which exist on the Planning and Zoning Commission shall be filled by the Jerome Board of County Commissioners in accordance with Article 111.

Section 2                    Vacancies which occur in the office of Chairman and Vice-Chairman shall be filled by election of the Planning and Zoning Commission to complete the un-expired term of the predecessor.

Section 3                    Three (3) consecutive un-excused absences by members from Commission meetings may be cause for removal from the Commission. Such unexcused absences shall be referred by the Commission through the Planning and Zoning Administrator to the Board of County Commissioners for their action. An excuse can be granted by contacting the Chairman or Secretary prior to the scheduled meeting.

ARTICLE IX

MISCELLANEOUS

Section 1                    Travel Expenses.  
Members of the Planning and Zoning Commission may be eligible for travel expenses to attend Planning and Zoning Commission meetings and other

related meetings at the rate established by the Jerome Board of County Commissioners.

Section 2

Conflict of Interest.

Each member of the Commission is subject to the prohibition against conflicts of interest as set forth in Idaho Code Section 67-6506 as that section may be amended. If a conflict does exist, the members shall abstain from voting, and the abstention shall be recorded in the minutes. Participation in any proceeding or action wherein a member has a conflict as defined by Idaho Code may be cause for removal from the Commission.

Section 3

Conduct of Meetings.

The Planning and Zoning Commission shall operate according to the latest edition of Roberts Rules of Order in all matters not addressed by these by-laws.

Section 4

Amendments.

These by-laws may be amended or new by-laws adopted at any regular meeting of the Commission or at any special meeting called for that purpose, by the affirmative vote of two-thirds (2/3) of the members present, provided there is a quorum. Any change in the by-laws must be submitted to the Commission members and the Board of County Commissioners at least one month prior to voting on a change.

These by-laws are hereby adopted by the Jerome County Planning and Zoning Commission by a two-thirds (2/3) affirmative vote of the quorum present on this 24th day of February, 2003.

Jack Nelsen, Chairman

These by-laws are hereby approved by the Jerome County Board of Commissioners by majority vote this 14<sup>th</sup> day of March, 2003.

Veronica Lierman, Chair

Alvin Chojnacky, Commissioner

John Elorrieta, Commissioner