

**JEROME COUNTY PLANNING AND ZONING COMMISSION  
BYLAWS**

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

Section 1                   The purpose of the Jerome County Planning and Zoning Commission “Commission” shall be to consider comprehensive plan amendments, zoning ordinance amendments, zoning map amendments, and any requests for livestock confinement operations, subdivisions, special use permits, and variances. The Commission shall make recommendations of approval or disapproval, with recommended conditions, when applicable, on all zoning ordinance amendments, zoning map amendments, livestock confinement operations, and subdivisions to the Jerome Board of County Commissioners “Board”. The Commission shall make decisions of approval, conditional approval, or disapproval on all special use permits and variances.

ARTICLE III

MEMBERSHIP

Section 1                   The membership on the Commission shall consist of no less than three (3) persons nor more than twelve (12) persons, selection 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 located in Jerome County with a population of fifteen hundred (1,500) or more. At least one-half (1/2) of the members of the Commission must reside outside the boundaries of any city’s area of impact. Commission members may recommend new members, but final appointment shall be made by the Board.

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                   An appointed member of the Commission must be a legal resident and 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 4 Three (3) consecutive unexcused absences by members from Planning and 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 “Administrator” to the Board for its action. An excuse can be granted by contacting the Administrator, Chairman or secretary prior to the scheduled meeting.

Section 5 Members may be removed from the Commission by a majority vote of the Board.

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 a quorum or the lack of business on the agenda. The Commission may reschedule a meeting that falls on a holiday. Special meetings may be called by the Chairman when deemed necessary.

- a. There shall be no more than six (6) hearings scheduled at a regular meeting.
- b. Meetings should not continue beyond 11:00 p.m. unless approved by a majority of the quorum; unfinished business may be scheduled for a special meeting or at the next regularly scheduled meeting.

Section 2 HEARING APPLICATIONS All applications that are to be scheduled for a public hearing shall be complete and shall be submitted a minimum of thirty (30) calendar days prior to a regularly scheduled meeting.

Section 3 MEETING MATERIALS shall be distributed to the Commission members at least five (5) days prior to the meeting date.

Section 4 QUORUM A simple majority of the membership must be present to transact business at meetings. Voting by proxy is not valid. A member who has recused themselves from a hearing shall remain in the audience if needed to maintain the quorum so the meeting may continue.

Section 5 CONDUCT OF MEETINGS In all matters not addressed by these bylaws or the Jerome County Zoning Ordinance, the Commission shall operate under simplified rules of order such as the “Democratic Rules of Order”, a summary of which is attached to these bylaws as Exhibit A.

Section 6 CONFLICT OF INTEREST Each member of the Commission is subject to the prohibition against conflicts of interest as set forth in Idaho Code. If a conflict does exist, the member shall recuse themselves and leave the meeting table. They may remain in the audience, and they may testify if they choose. Participation in any discussion or decision as an active

member of the Commission when a member has a conflict as defined by Idaho Code may be cause for removal from the Commission.

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 Commission when authorized to do so, be an ex-officio member of all committees, and 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. The Vice-Chairman may be assigned various duties by the Chairman.
- c. There shall be an administrative secretary appointed by the Board, whose duties shall be to act as secretary to the Commission, to accurately record the minutes of the Planning and Zoning Commission meetings and the attendance records, to send notices, agendas, and minutes to Commission members, the Board, and other interested parties as requested, to perform other duties consistent with the position. When the Commission makes recommendations to the Board on applications, the secretary shall forward a formal recommendation, signed by the Commission Chairman, for transmittal with the official file to the Board. The position of administrative secretary shall be delegated to the Administrator.

ARTICLE VI

ADMINISTRATION

Section 1

There may be a Planning and Zoning Administrator appointed by the Board 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 Commission and the Board. The Administrator shall not be an active member of the Commission.

ARTICLE VII

COMMITTEES

Section 1 The 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 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 Commission.

ARTICLE VIII VACANCIES

Section 1 Any vacancies that exist on the Commission shall be filled by the Board in accordance with Article III.

Section 2 Vacancies that occur in the office of Chairman and Vice-Chairman shall be filled by election of the Commission to complete the unexpired term of the predecessor.

ARTICLE IX MISCELLANEOUS

Section 1 TRAVEL EXPENSES Members of the Commission may be eligible for travel expenses to attend Planning and Zoning Commission meetings and other related meetings at the rate established by the Board.

ARTICLE X AMENDMENTS

These bylaws may be amended or new bylaws adopted at any regular meeting of the Commission or at any special meeting called for that purpose by the affirmative vote of the majority of a quorum. Any change in the bylaws must be submitted to the Commission and the Board at least one month prior to voting on a change.

These bylaws are hereby adopted by the Jerome County Planning and Zoning Commission by a unanimous affirmative vote of the quorum present on this 27<sup>th</sup> day of February 2017.

Jim Schlund, Chairman

These bylaws are hereby approved by the Jerome County Board of Commissioners by majority vote this 27<sup>th</sup> day of March 2017.

Charles Howell, Chair

Roger Morley, Commissioner Absent

Catherine Roemer, Commissioner



## EXHIBIT A

### Summary of Simple Rules of Order

**Fairness** (equal rights of members) and good order are the underlying principles.

**The final authority** is the majority of voting members, provided a quorum is present, subject always to any applicable higher law (a law of the land, a constitution, a bylaw, or an existing standing rule).

**A motion** should be worded affirmatively and must not conflict with any higher law. Each motion requires a seconder.

**The mover's privilege** allows the mover to reword or withdraw the motion provided there is a seconder and not more than one member objects.

**Amendments** can delete, substitute, or add words to a motion on the floor but must not negate it or change its topic. An amendment cannot be amended.

**Postpone, refer:** A motion can be postponed to an indefinite or a specific future occasion or referred to a committee for further study.

**Voting:** Common voting methods include voting by ballot, standing, show of hands, show of voting cards, and voice. For a motion to pass, a quorum must be present, and more than half of the votes cast must be affirmative.

**Informal discussion:** A motion to informally discuss some topic, if passed, allows members to consider an idea without the formality of a motion.

**Good order:** Members should discuss only one motion at a time. A member must not take more than a fair share of floor time nor interrupt another member except as allowed with a point of order.

**Point of order:** A member who believes that a law or the meeting's good order is being breached may rise immediately and say "point of order." The chair should allow the member to explain and, if necessary, should call for a vote for a decision.