

**BY-LAWS
OF THE
ASHLAND CITY FUTURE PLANNING COMMITTEE**

Article I

AUTHORITY

These by-laws are adopted under the authority of the Town of Ashland City Mayor and City Council.

OBJECTIVES

The objectives and purposes of the Ashland City Future Planning Committee (the Committee) shall be as set forth by the mayor, city council and planning commission and those powers and duties delegated to the Committee by the chief legislative body.

Article II

MEMBERSHIP

Section 1. The Committee shall have 18 Members which shall consist of the following:

The Mayor, the City Council, the Ashland City Municipal Planning Commission and two (2) members out of each Ward appointed by the City Council of the Town of Ashland City.

Section 2. The terms of the members appointed by the Mayor shall be 2 years; the terms of city council and planning commission members shall be concurrent with their respective terms. All members shall reside within the municipal boundaries.

Any vacancy shall be filled for the unexpired term of the membership through the appointment by the City Council who shall also have the authority to remove any appointed member at the Council's pleasure.

Section 3. Any appointed Committee member with unexcused absences from three (3) consecutive regular meetings of the Committee will be deemed to have resigned their position on the committee upon the effective date of the third meeting.

Article III

OFFICERS AND THEIR DUTIES

Section 1. The officers of the Committee shall consist of a Chairman, Vice Chairman and Secretary.

- Section 2. The Chairman shall preside at all meetings and hearings of the Committee. He or she shall have the privilege of discussing all matters before the Committee and to vote thereon. The Vice Chairman shall preside at the meeting in the absence of the Chairman.
- Section 3. The Secretary shall be responsible for the minutes and records of the Committee and such other duties as are normally carried out by a Secretary.

ARTICLE IV

ELECTION OF OFFICERS

- Section 1. Nomination of officers shall be made from the floor and officers shall be elected at the annual organization meeting which shall be held during the first meeting of each year in January during which time the Mayor and his or her designate shall act as chairman pro tem.
- Section 2. The nominee for each office receiving a majority vote of the entire membership of the Committee shall be declared elected and shall be filled immediately following the election.
- Section 3. The term of office for each officer of the Committee shall be one (1) year, or until the election and qualification of his or her successor.
- Section 4. Vacancies in offices shall be filled immediately for the unexpired term by regular election procedure.

ARTICLE V

MEETINGS

- Section 1. All meeting of the Committee shall be held at the call of the chair at a place and time as shall be designated in advance by the chairman.
- Section 2. A majority of the entire membership of the Committee shall constitute a quorum. In the event of any vacancy on the Committee, a majority of the members still acting shall constitute a quorum. A quorum shall be present before any business is transacted.
- Section 3. All plans, reports and recommendations of the Committee must be approved by a majority of all members present. The minutes of meetings shall be maintained in Ashland City Town Hall.
- Section 4. A record of the vote of each member on each major question shall be kept as a part of the minutes.
- Section 5. Meetings of the Committee may be called: (1) by the Chairman upon

written notice, (2) by the Vice- Chairman, if the chairman is not present or (3) by any three (3) members of the Committee by giving at least seven (7) days' notice thereof.

- Section 6. Notice of meetings of the Committee shall be established with notice prior to meeting setting forth the time and place of meeting. The notice of such meeting shall specify the purposes of such meeting and no other business may be considered except by unanimous consent of the Committee.
- Section 7. Except as set forth herein, Roberts Rules of Order shall prevail as to any matters of procedures.
- Section 8. All meetings at which official action is taken shall be open to the general public.
- Section 9. At all meetings, each member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member shall have personal interest in the business before the Committee, this Committee member shall disclose the interest but may still vote after declaring any potential conflict.
- Section 10. An affirmative vote of a majority of the members attending the meeting shall be necessary for approval of any proposed matter and in the event that a majority of those present at the meeting shall not vote affirmatively on the matter, the matter shall be recommended as not approved.

ARTICLE VI

ORDER OF BUSINESS

The order of business at regular meetings shall be:

- (a) Call to Order
- (b) Roll call
- (c) Approval of agenda
- (d) Approval of minutes of previous meetings
- (e) Hearing of persons having business with the Committee
- (f) Reports
- (g) Old Business
- (h) New Business
- (i) Other
- (j) Adjournment

ARTICLE VII

PROCEDURE

- Section 1. All matters to be presented to the Committee shall be filed in final form not later than seven (7) days preceding the regular meeting to which recommendation is sought.
- Section 2. The agenda may be amended or added to only by unanimous consent of the members present at the meeting and only upon motion presented at the meeting to add a matter to the agenda.
- Section 3. If the petitioner or applicant or his/her representative is not present when the Committee is to consider their petition or application, consideration may be deferred until the next regular or advertised Committee meeting. Deferral of consideration may be continued until the petitioner or applicant or his/her application is present to explain his/her petition or application to the Committee to answer any questions the Committee may have concerning the proposal. The Committee shall have the right to set time limits on presentations or discussions brought before the body.
- Section 4. All votes shall be by voice vote and shall be recorded by the secretary and kept in the official minutes of the meeting.
- Section 5. The minutes of the meeting shall be the official acts of the Committee and any changes there from in any correspondence shall not be valid.
- Section 6. The Secretary shall be the person responsible for the correctness of all minutes, although the actual taking of the minutes may be delegated to other persons.

ARTICLE VIII

PUBLIC HEARINGS

- Section 1. In addition to those required by law, the Committee may, at its discretion, hold public hearings when the committee deems hearings will be in the best interest.
- Section 2. Notice of such hearings shall be published in a newspaper of general circulation at least seven (7) days prior to the date of the public hearing.
- Section 3. During a public hearing, the case before the Committee shall be presented in summary by a member of the staff or by a Committee member designated by the Chairman.

ARTICLE IX

FILING

- Section 1. All matters to be presented to the Committee shall be filed at City Hall with copies provided as required.
- Section 2. All matters shall be submitted to staff as required.

ARTICLE X

REPORTING TO THE CITY COUNCIL

- Section 1. After the Committee shall have acted upon any matter, the action of the Commission shall be certified by the Secretary and delivered for action to the City Council and/or the Planning Commission, as required.
- Section 2. With regard to routine matters, a council member of the Committee shall represent the decision of the Committee unless the Council member has difference of opinion or conflict of interest and does not wish to represent the decision of the Committee.

ARTICLE XI

CONFLICT OF INTEREST

- Section 1. Any member shall disclose a conflict of interest prior to any discussion or voting on any matter on the meeting agenda in which the member has a direct or indirect personal interest.
- Section 2. The burden of revealing any such conflict rests with the individual member of the Committee.
- Section 3. Failure to disclose such conflict of interest shall nullify such action and require a reconsideration and vote upon such conflict becoming known.

ARTICLE XII

ADOPTION AND AMENDMENT

- Section 1. These by-laws herein shall be in full force and effect at the first meeting and all subsequent meetings following the adoption of this document by a majority vote of the entire membership of the Committee as well as a majority vote of the entire membership of the City Council.

ARTICLE XIII

COMPENSATION

- Section 1. All appointed member of the Board shall be compensated sixty-two dollars and fifty cents (\$62.50) per meeting in which they attend. Attendant shall

be reported to the Town's payroll department, within two (2) days following the conclusion of the meeting.