

BY-LAWS OF THE CREST HILL PLAN COMMISSION

I. PLAN COMMISSION

The Plan Commission shall consist of seven (7) members appointed by the Mayor of the City and confirmed by the City Council. The term of office shall be three (3) years and may be renewed for another term by mutual consent of the Mayor and member, subject to confirmation by the City Council. Vacancies shall be filled in the same manner. Members may be removed by the Mayor for cause after written charges have been filed and after a public hearing has been held, if demanded by the member so charged.

II. OFFICERS & REGULAR MEETINGS

- A. Plan Commission Officers shall be elected annually at the Commission's May meeting. If the May Plan Commission meeting is canceled for lack of agenda items, then the annual election of Plan Commission Officers shall be conducted at the first meeting thereafter.
- B. The Plan Commission shall meet on the second (2nd) Thursday of each month in the City Council Chambers, 20600 City Center Boulevard, Crest Hill, Illinois 60403, unless otherwise specified by the presiding Officer.
- C. Adjourned annual meetings or adjourned monthly meetings of the Commission may be held at such time and place as may be fixed in the resolution of adjournment or notice of special meeting. If no other place is fixed in the resolution, the meeting shall be held in the City Council Chambers, 20600 City Center Boulevard, Crest Hill, Illinois 60403.
- D. All regular meetings shall be held at 7:00 p.m.

III. SPECIAL MEETINGS

- A. Special meetings of the Commission may be called by the Chairperson and held at any time or place fixed in the Notice and Agenda, which shall be published as required by the Illinois Open Meetings Act.
- B. The Chairperson shall call a special meeting of the Commission at the written request of any one (1) or more members of the Commission, and if the Chairperson shall fail to comply with such request, said members so requesting shall call such meeting and shall sign the notice.
- C. Adjourned special meetings of the Commission may be held at such time and place as may be fixed in the resolution of adjournment. If no other place is fixed in the resolution, the meeting shall be held in the City Council Chambers, 20600 City Center Boulevard, Crest Hill, Illinois 60403.

IV. NOTICE OF MEETINGS

- A. All Meeting Notices and Agendas shall be published consistent with the requirements of the Illinois Open Meetings Act. All Plan Commission Notices, Agendas and Commissioner Packets shall be delivered to the Plan Commission Members by regular or email, as requested by the Member.
- B. A Notice and Agenda for a Special Meeting as directed by the Chairperson or other presiding officer shall name the time and place of the Special Meeting and all business to be transacted and shall be sent to each member of the Commission by regular mail or email, as requested by the Member, at least seven (7) days in advance of the Special Meeting to allow sufficient time to enable a Member to attend.

- V. MEETING ATTENDANCE. If a member misses three (3) scheduled meetings in succession or five (5) scheduled meetings in a period of one (1) year, a recommendation may be made to the Mayor by the Plan Commission for that member's dismissal. Such a recommendation must be signed by four (4) Commission members. A member may be excused, with due cause, by the Chairperson without that absence being counted against the member.

VI. QUORUM

- A. Four (4) members of this Commission shall be necessary to constitute a quorum for the transaction of any business. Each member of the Commission is entitled to one vote.
- B. The affirmative vote of four (4) members present constituting the quorum shall be required for the exercise of powers or functions conferred or imposed upon the Commission, but less than a quorum of members may meet and adjourn from time to time until a quorum is present.

VII. OFFICERS

All Officers shall be members of the Commission and consist of a Chairperson and a Vice-Chairperson. The executive secretary shall not be a member of the Commission.

A. Chairperson

- 1. The Chairperson shall preside over all meetings of the Commission.
- 2. The Chairperson shall have general charge of the business of the Commission.

3. The Chairperson shall, in conjunction with the secretary when authorized by the Commission, execute in its name all contracts and other obligations.
4. The Chairperson shall appoint all committees.
5. The Chairperson shall have general supervision of the conduct of affairs of the Commission and of the employees thereof.
6. The Chairperson shall perform such other duties as are usually exercised by the Chairperson of a Commission or the President or Chief Executive Officer of a corporation.

B. Vice-Chairperson

1. The position of Vice-Chairperson is hereby established.
2. The Vice-Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson.

C. Secretary

1. The position of Secretary is hereby established.
2. The Secretary shall attend all regular and special meetings and shall be responsible for overseeing the taking and keeping of minutes of the Commission.
3. The Secretary shall oversee the publishing of all notices of regular and special meetings.

D. Executive Secretary

The executive secretary shall be a staff member of the City who is tasked with the responsibility of preliminary review of all applications coming before the Plan Commission, preparing and publishing Notices of Public Hearing, creating and maintaining agendas of the Commission, providing agenda packets and other materials to the Commission Members, coordinating and communicating with applicants, attending all Plan Commission meetings, creating and maintaining Minutes of all Plan Commission meetings and, under the direction of the Chairperson, keeping all books, papers, and records of the Plan Commission. However, the executive secretary shall not be responsible for the signing of any plats that have been approved by the Commission.

VIII. COMMITTEES

- A. Standing Committees may be appointed as needed by the Chairperson.
- B. Each Committee shall consist of two (2) or more members to be appointed By the Chairperson.

The Chairperson shall have the authority whenever it may be advisable to appoint as advisory member of any Committee of the Commission, other citizens with talent, information or experience with the issues being addressed by the Committee to which they may be appointed.

- C. The Chairperson of the Commission shall appoint one member of each committee and a Chairperson thereof, and the Committee shall meet at such time and place as directed by the Chairperson of said committee.
- D. The members of a Committee shall serve for one year or until their successors are appointed, and any vacancy on the Committee shall be filled by the Chairperson of the Commission.
- E. Whenever necessary, the Chairperson of the Commission shall appoint such Special Committee for such purposes as he or she sees fit, or as may be authorized by the Commission.
- F. All reports of Committees upon which action by the Commission is contemplated shall be submitted in writing to the Commission and signed by the Chairperson of the Committee.

IX. ELECTIONS AND APPOINTMENTS

- A. The Chairperson of the Commission shall be elected by the Commission Members and shall serve for one year or until a successor is elected.
- B. The Vice-Chairperson shall be elected by the Commission and shall serve for one year or until a successor is elected.
- C. Any vacancy in the office of the Chairperson or Vice-Chairperson of the Commission may be filled at any Regular or Special Meeting after such vacancy.
- D. The Chairperson of the Commission shall appoint any Committees and the Chairperson of each no later than the next Regular Meeting after the meeting at which Officers are elected.

- E. In the event that the Chairperson or Vice-Chairperson of the Commission should be absent or unable for any reason to attend to the duties of their office, the members of the Commission may at any Regular Meeting or at any Special Meeting called for that purpose, appoint a Chairperson Pro Temp, as the case may be, who shall attend to all the duties of such officer until such officer shall return or be able to attend to his or her duties.

X. ORDER OF BUSINESS

- A. Call to Order
- B. Pledge to The Flag
- C. Roll Call (for attendance)
- D. Approval of Prior Meeting Minutes
- E. New Business
- F. Other Business
- G. Public Comment
- H. Adjournment

XI. AMENDMENT OF BY-LAWS AND RULES OF PROCEDURE

These By-Laws and any Plan Commission Rules, Procedures, or Policies may be amended at any Regular or Special Meeting when submitted in writing (in advance) to the Commission Members and approved by a majority of the Commission.

XII. RULES OF ORDER

All proceedings before the City of Crest Hill Plan Commission shall be governed by Robert's Rules of Order wherever possible.

APPROVED: _____