

**BYLAWS OF THE PLANNING COMMISSION
OF THE CITY OF WETUMPKA**

**ARTICLE I
Authority, Name, and Purpose**

Section 1. These Bylaws have been prepared and adopted under the authority of, and in conformity with, Section 11-52-4 of the Code of Alabama 1975 ("the Code"), as amended; the Zoning Ordinance for the City of Wetumpka, Alabama (No. 99-4), adopted August 16, 1999, as amended; and the Subdivision Regulations of the City of Wetumpka, Alabama, adopted March 11, 2002.

Section 2. In accordance with Section 11-52-2 of the Code of Alabama 1975, as amended, the entity created under the statutory authority cited above shall be designated as the *Wetumpka Planning Commission* ("the Commission").

Section 3. The object, purpose, powers and duties of the Commission are those set forth in Title 11, Chapter 52, Sections 1-50, Code of Alabama 1975, as amended, and the Ordinance to Provide for the Establishment and Maintenance of a Municipal Planning Commission for the City of Wetumpka, Alabama adopted April 17, 1950.

**ARTICLE II
Members**

Section 1. The Commission shall consist of nine members whose qualifications, appointment and terms of office shall be in accordance with Section 11-52-3 of the Code.

Section 2. All appointed members of the Commission must obtain certification as a Certified Alabama Planning and Zoning Official (CAPZO) through the University of North Alabama's (UNA's) Alabama Planning Institute within two years of their appointment. Members who do not complete the CAPZO training within two years shall receive a letter from the Mayor notifying them to complete the training within six months. Members who do not obtain certification may be subject to removal from the board.

Section 3. Members are expected to attend all regular meetings held by the Commission unless some unavoidable circumstance makes attendance impossible. Members who find that they will be unable to attend a meeting should notify the Chairman. A member who misses three consecutive regular meetings without notifying the Chairman, or over half of all regular meetings in a year, may be subject to removal from the board.

Section 4. Resignations from the Commission shall be made in writing to the Mayor of the City with a courtesy copy provided to the Chairman. As soon as possible the Mayor shall appoint a person to replace the resigned member and such replacement shall serve for the balance of the term of office of the resigned member.

**ARTICLE III
Officers**

Section 1. The officers of the Planning Commission shall consist of a Chairperson and Vice-Chairperson.

Section 2. Nomination of officers shall be accepted from the members by the chairman at the regular meeting in January. Officers will be elected by ballots and a candidate receiving a majority vote of the entire

membership of the Commission shall take office at the next regular meeting and shall serve for one year or until his successor shall take office.

Section 3. Vacancies in offices shall be filled immediately by regular election procedures.

Section 4. The Chairperson shall be one of the six appointed members of the Commission. The Chairperson shall have the privilege of discussing and voting on all matters before the Commission, shall preside at all meetings and hearings of the Commission and shall decide all points of order or procedure and perform any duties required by law, ordinance, these rules, or the Commission.

Section 5. The Vice-Chairperson shall act for the Chairperson in his absence. He shall also be an appointed member of the Commission.

ARTICLE IV Meetings

Section 1. Regular meetings of the Commission shall be held on the second Monday of the month in the Council Chamber of the Wetumpka City Hall at 212 South Main Street, Wetumpka, Alabama, at 6:00 PM. Members will meet to act in accordance with the duties and powers of the Commission specified by the Code and the ordinances of the City.

Section 2. Special meetings of the Commission shall be held upon call of the Chairman either as needed or upon receipt of a written request of at least four members. Members will meet to act only on the business stated in the call to the meeting.

Section 3. If determined necessary by the City Planning and Project Director, a work session shall be prior to the Monday regular meeting in the Building Department Conference Room located in the City Administrative Building to allow members to discuss and ask questions about the applications that have been scheduled for the subsequent regular meeting. No action is taken at the Packet Meeting.

Section 4. All members shall receive notice of all meetings that include an agenda and any materials relating to the items on the agenda, not less than 48 hours prior to the time of any meeting.

Section 5. A majority of members of the commission shall constitute a quorum necessary for the transaction of business. Except as specifically otherwise provided by statute, ordinance, or these rules of procedure, the business of the Commission shall be transacted by a majority vote of members present.

Section 6. All meetings and hearings of the Commission, except executive sessions, shall be open to the public. Any action calling for a formal vote shall be taken place only at a public meeting.

ARTICLE V Committees

Upon resolution of the members, the Chairman may appoint committees for whatever purpose and time period the Commission directs. Such committees shall present their findings and recommendations to the Commission; and when they have fulfilled their responsibilities they shall be discharged by notice from the Chairman.

ARTICLE VI
Parliamentary Authority

The rules contained in the latest edition of Robert Rules of Order shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the Commission.

ARTICLE VII
Adoption and Amendments

Section 1. The Commission shall have and exercise all rights, and powers, and authority presently or hereafter provided by the Code. The adoption of these Bylaws shall not constitute or be construed as a limitation or restriction in any manner whatsoever.

Section 2. The Commission may from time to time amend any or parts of so long as such amendments are in accordance with the laws of the State and ordinances of the City of Wetumpka; such amendments shall require previous notice of at least 48 hours and the affirmative vote of six members of the Commission.

Adopted June 10, 2013.


Chairperson






