

BULLITT COUNTY PLANNING COMMISSION

BY-LAWS

BY-LAWS OF THE PLANNING COMMISSION OF BULLITT COUNTY, KENTUCKY

ARTICLE I

OBJECTIVES

The objectives and purposes of the Planning Commission of Bullitt County, are those set forth in Kentucky Revised Statutes Chapter 100 and amendments and supplements thereto and those powers and duties delegated to the planning commission by the Fiscal Court by Order Book 6, Pages 536, 594 & 596 of April 17, 1967 & January 15, 1968 in accordance with the above mentioned enabling law.

ARTICLE II

OFFICERS AND THEIR DUTIES

SECTION 1.

The officers of the planning commission shall consist of a chairman, vice-chairman, and a secretary.

SECTION 2.

The chairman shall be the presiding officer at all meetings of the planning commission and shall perform his duties as described by proper parliamentary procedure.

SECTION 3.

Under parliamentary procedure, the chairman's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily arise in the course of proceedings and to announce the result of the vote; to vote only to break a tie vote and to refrain from debate on any question to be voted on; to protect the commission from unnecessary or frivolous motions by not recognizing them; to speed up proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a point of order or a practice pertinent to pending business; and to authenticate, by his signature when necessary, all acts, orders, and proceedings of the commission.

SECTION 4.

The chairman shall be one of the citizen-members of the commission. He shall conduct business only for the benefit of the commission involved and shall reflect no personal prejudice in any matter.

SECTION 5.

The vice-chairman shall assist the chairman in any way possible subject to the chairman's request. Upon the absence of the chairman, the vice-chairman shall automatically become the presiding officer of the commission.

SECTION 6.

The duties of the secretary are as follows: to keep records and minutes of each meeting or hearing of the commission; to keep a roll of the members and to call this roll when required; to notify officers and committees of their appointment and to furnish committees with all papers referred to them; to sign with the chairman all orders on the treasury authorized by the commission, unless otherwise specified by the chairman; to record the number of votes for and against each question put to vote; to indicate any absences or disqualifications from voting when a question is put to vote, and other duties which may be assigned to him.

ARTICLE III

NOMINATION AND ELECTION OF OFFICERS

SECTION 1.

Nominations of officers shall be made from the citizen-members at the annual organization meeting which shall be held on 2nd Thursday of June in each year.

Nominations of citizen-members only shall be accepted. All officers shall be eligible for re-election at the expirations of their office.

SECTION 2.

Election of officers shall take place immediately following nominations. Voting shall take place in one of the following ways: voice, show of hands, rising, balloting, or roll call.

SECTION 3.

A candidate receiving a majority vote of the entire membership of the planning commission shall be declared elected and shall serve for a term of one (1) year or until his successor shall take office.

SECTION 4.

Vacancies in unexpired terms of office shall be filled immediately by regular election procedures.

ARTICLE IV

MEMBERSHIP

SECTION 1.

Vacancies due to resignation, removal or termination of membership, shall be filled within sixty (60) days by the appropriate appointing authority. After such vacancy occurs the commission chairman shall immediately give the appropriate appointing authority written notice that the vacancy exists. Then such appointing authority shall have sixty (60) days to fill the vacancy. If the appointing authority fails to do so, the commission shall fill the vacancy, using the same procedure it uses to elect its officers as set out in Article III. When a vacancy occurs other than through expiration of the term of membership, it shall be filled for the remainder of that term.

ARTICLE V

MEETINGS

SECTION 1.

Meetings shall be held on the 2nd Thursday of each month at 7:00 PM at The Bullitt County Courthouse, fiscal court room.

SECTION 2.

A quorum is a simple majority (one over half) of the total membership (required) of a planning commission as established by regulation or agreement. For the purpose of establishing a quorum, a member of a planning commission shall not be counted if he has any direct or indirect financial interest in the outcome of any question before the commission.

SECTION 3.

- (A) To transact any official business, a simple majority vote of all members present that constitute a quorum shall be necessary.
- (B) To adopt or amend the commission's by-laws, a simple majority vote of the total required membership shall be necessary.
- (C) To adopt or amend elements of the comprehensive plan or regulations, a simple majority vote of the total required membership shall be necessary.

SECTION 4.

Special meetings may be called by the chairman. Such a meeting may be requested by a quorum of the commission and must be called by the chairman. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the commission. The chairman shall notify all members of the commission by oral or written notice not less than seven (7) days in advance of such special meeting. This notice shall contain the date, time, place, and subject of discussion.

SECTION 5.

All meetings and hearings at which official action is taken shall be open to the general public.

SECTION 6.

At each regular meeting of the Planning Commission, the docket shall be limited to: seven (7) Zoning Map Amendment applications. An eighth docket item may be added if it is for approval of a site plan required by the regulations, a proposed Text Amendment, or business requiring planning Commission via Land Use Restriction. Applications will be considered on a "first to file" basis. Applications beyond this number will be: postponed until the following regular meeting of the Planning Commission: OR considered at a special meeting per Section 4 when requested by the applicant with the required fees.

ARTICLE VI
ORDER OF BUSINESS

SECTION 1.

The order of business at regular meetings shall be:

- (a) Roll Call
- (b) Reading of Minutes of Previous Meeting
- (c) Communication and Bills
- (d) Reports of Officers and Standing Committees
- (e) Reports of Special Committees
- (f) Special Orders
- (g) Old and Unfinished Business
- (h) New Business
- (i) Adjournment

ARTICLE VII
TRANSACTION OF BUSINESS

SECTION 1.

Any member of a planning commission who has any financial interest in any question called to vote shall notify the commission of such interest and thus disqualify himself from voting on the matter.

SECTION 2.

Any member of a planning commission who fails to notify the commission of his financial interest in a question called to vote, shall have his voting qualification judged by the commission as to his amount of interest in the question and his right to vote on it.

SECTION 3.

Any member of a planning commission found to have any direct or indirect financial interest in a question called to vote shall not be considered in the quorum count prior to voting.

SECTION 4.

The commission shall have the right to administer funds as set out herein: The commission has the right to employ legal counsel, planning consultant and any other person, firm or organization when necessary to implement and carry out the duty or duties of the Bullitt County Planning Commission. An annual audit shall be made on the distribution and handling of these funds in a manner described herein: The Planning Commission shall employ a qualified person to make an audit of funds received and distributed annually.

ARTICLE VIII
EMPLOYEES

SECTION 1.

The commission may employ a clerk to assist the secretary in the performance of his duties and perform such other duties as may be assigned to him by the chairman.

SECTION 2.

The commission may employ a staff and contract for planning assistance to aid in the work of the commission. Such employment shall be approved by a simple majority of the total required membership.

ARTICLE IX

HEARINGS

SECTION 1.

In addition to those required by law, the commission may hold public hearings at its discretion when it is apparent that such hearings will be in the public interest.

SECTION 2.

Notice of such hearings shall be distributed to the "publication area" as defined in the Kentucky Revised Statutes 424.110. Notice shall be published at least once but may published two or more times, provided one publication occurs not less than seven (7) days nor more than twenty-one (21) days before the occurrence of the hearing.

SECTION 3.

The matter before the commission shall be presented in summary by the secretary or a designated member of the commission and parties in interest shall have privilege to the floor. No record of statement shall be recorded or sworn to as evidence for any court of law without notice to the parties.

SECTION 4.

A record shall be kept of those speaking before the commission by the secretary.

SECTION 5.

The planning commission may appoint one or more of its members to act as a hearing examiner or examiners.

ARTICLE X
AMENDMENTS

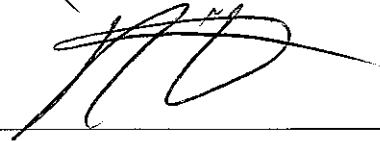
SECTION 1.

These by-laws may be amended by a vote of a simple majority of the total membership of the commission.

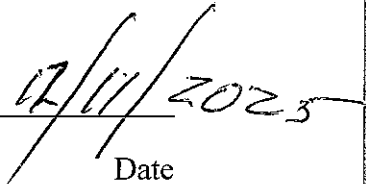
Adopted By: Bullitt County Planning Commission



Chairman; John Miller



Secretary; Russell Price



Date

