

**BYLAWS OF THE CITY OF GROVE
PLANNING AND ZONING COMMISSION**

ARTICLE I AUTHORIZATION

- 1-1 This planning and zoning commission is established in conformance with a resolution adopted by City Council of Grove, Oklahoma, and the statutes of the State of Oklahoma.
- 1-2 The official title of this planning and zoning commission shall be "City of Grove Planning and Zoning Commission," hereinafter referred to as the Commission.

ARTICLE II PURPOSE

- 2-1 The purpose of the Commission is to assist the City Council to anticipate and guide future development and change by reviewing and preparing plans, ordinance, capital improvements projects, studies, reports, and other documents for consideration by the City Council.

ARTICLE III MEMBERSHIP

- 3-1 The Commission shall consist of five members nominated by the mayor and appointed by a majority vote of the City Council. All members shall be residents of the City of Grove and qualified by knowledge and experience to make decisions on questions of growth and development.
- 3-2 Each member shall serve a term of three years. When the Commission is first appointed, the terms of one third of the members shall be for three years, one third for two years and one third for one year. The mayor and the city engineer shall be ex-officio members of the Commission.
- 3-3 Any vacancy in membership shall be filled by the method in 3-1 and shall be only of the unexpired portion of the term.
- 3-4 Any member of the Commission shall be eligible for reappointment.
- 3-5 Any member of the Commission may be removed by the City Council for inefficiency, neglect of duty, or malfeasance in office.
- 3-6 The term of Commission member shall expire immediately prior to the beginning of the regular meeting at which meeting his or her successor's term of office shall began.
- 3-7 The City Council may provide for the payment of expense incurred by Commission members in the performance of their official duties and compensation for services.

ARTICLE IV SELECTION OF OFFICERS

- 4-1 Officers of the Commission shall consist of a chairperson, vice chairperson and secretary. The chairperson and vice chairperson shall be elected by the membership of the Commission. The secretary shall serve at the request of the Commission and shall be the City Clerk of the City of Grove.
- 4-2 Nomination of officers shall be made from the floor at the first regular meeting of January each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4-3 The term of office shall be for one year or until the successor takes office.
- 4-4 Any vacancies in office shall be filled for the *un-expired portion of the term* in the same manner as the officers are originally elected.

ARTICLE V DUTIES OF OFFICERS

- 5-1 *The chairperson shall:*
 - 5-1.1 Preside at all meetings
 - 5-1.2 Appoint all committees.
 - 5-1.3 Rule on all procedural questions (subject to a reversal by a two-thirds majority vote of the members present).
 - 5-1.4 Be informed immediately of an official communication and report same at the next regular Commission meeting.
 - 5-1.5 Certify all official documents involving the authority of the Commission.
 - 5-1.6 Certify all minutes as true and correct copies.
 - 5-1.7 Carry out other duties as assigned by the Commission.
- 5-2 *The vice chairperson shall:*
 - 5-2.1 Act in the absence or inability of the chairperson to act with the full powers of the chairperson.
- 5-3 *The secretary shall:*
 - 5-3.1 Record attendance at all meetings.
 - 5-3.2 Record the minutes of the Commission meetings
 - 5-3.3 Notify all members of all meetings. Mail the completed agenda and any unapproved minutes of previous meetings on the Tuesday the week before the regularly scheduled meeting.
 - 5-3.4 Maintain a file of all official Commission records and reports.
 - 5-3.5 Certify all maps, records and reports of the Commission.
 - 5-3.6 Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
 - 5-3.7 Attend to the correspondence necessary for the execution of the duties and functions of the Commission.

ARTICLE VI COMMITTEES

- 6-1 The following committees may be appointed by the chairperson to serve as
- 6-1.1 Comprehensive Plan Committee. It shall develop, update, and revise the comprehensive plan and coordinate the work of other committees, which relate to the overall plan development.
 - 6-1.2 Land Use Committee. It shall prepare and maintain an inventory of land uses within the City of Grove and be responsible for the preparation of land use maps.
 - 6-1.3 Subdivision Committee. It shall draft subdivision regulations and subsequent amendments. It shall examine all subdivision applications, receive staff comment on them and make recommendations on them to the Commission.
 - 6-1.4 Zoning Committee. It shall draft a zoning ordinance and subsequent amendments. At the request of the Board of Adjustment, it may review applications for rezoning, special exceptions and variances and submit its recommendations to the Commission.
 - 6-1.5 Capital Improvements Committee. It shall prepare and annually update a capital improvements program in conjunction with the City of Grove administrative officials and submit its recommendations to the Commission. It will assure that the capital improvements program is in conformance with the comprehensive plan.
- 6-2 Special committees may be appointed by the chairperson for purposes and terms approved by the Commission.
- 6-3 The chairperson shall be an ex-officio member of each committee.

ARTICLE VII MEETINGS

- 7-1 Regular meetings of the Commission shall be held on the second Tuesday of each month at 3 p.m. at the Community Center. Special meetings shall be called as needed. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission.
- 7-2 Special meetings may be called by the chairperson or by two members upon written request to the secretary. The secretary shall mail to all members, at least, five days before a special meeting, a written notice giving the time, place and purpose of the meeting. Public notice of the special meeting will be given to the public as specified in the Open Meeting Act of Oklahoma.
- 7-3 All meetings of the Commission shall be open to the public.

ARTICLE VIII VOTING

- 8-1 A majority of the members shall constitute a quorum.
- 8-2 No action of the Commission shall be valid unless authorized by a majority vote of the members present and voting.

ARTICLE IX ORDER OF BUSINESS

- 9-1 The order of business for a regular meeting shall be:
 - 9-1.1 Call to order by the chairperson.
 - 9-1.2 Roll call.
 - 9-1.3 Determination of a quorum.
 - 9-1.4 Consideration of the minutes of the previous meeting.
 - 9-1.5 Public hearings.
 - 9-1.6 Report of the secretary.
 - 9-1.7 Report of standing committees.
 - 9-1.8 Report of special committees.
 - 9-1.9 Unfinished business.
 - 9-1.10 Public expression and general discussion.
 - 9-1.11 Adjournment.

- 9-2 Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order.

- 9-3 The Commission shall keep a set of minutes of each meeting, and these minutes shall become a public record. The secretary and chairperson shall sign all minutes and, at the end of the year, shall certify that the minutes of the preceding year are a true and correct copy.

ARTICLE X PUBLIC HEARINGS

- 10-1 In addition to those required by law, the Commission may hold a public hearing on any matter, which it deems to be the public interest.

- 10-2 Notice shall be given in writing by December 15 of each calendar year of the schedule of meetings showing the date, time and place of regularly scheduled meetings for the following calendar year. Such notice will be given to the city clerk. In addition to this advance notice in writing, all meetings will display public notice of such meetings with an agenda at least 24 hours in advance. Special meetings require 48 hours notice to the public.

- 10-3 The chairperson shall summarize the matter before the Commission, allow interested parties to address the Commission, and accept written statements and other documentation pertinent to the matter before the Commission.

- 10-4 An accurate, written record shall be made of the proceedings of a public hearing and maintained as a part of the Commission's files.

ARTICLE XI AMENDMENTS

- 11-1 These bylaws may be amended by a majority vote of the entire membership after 30 days prior notice.