

## Monkton Planning Commission Bylaws

The Monkton Planning Commission is made up of seven town residents elected to the commission by Australian ballot. The commission is enabled under Vermont Statute Annotated Title 24 Chapter 117 § 4325 that defines the powers and duties of the commission.

The commission's function is to steer the Town's future development and services in a direction in concert with the town resident's desires and all applicable state laws and regulations. In this respect, the Monkton Planning Commission undertakes capacity studies and makes recommendations on matter of land development, transportation, economic and social development, urban beautification and design improvements, historic and scenic preservation, the conservation of energy, the development of renewable energy resources and wetland protection.

Under state law, a town plan expires five years from its date of adoption. Every five years a town plan is produced or updated that takes into consideration resident's input and the analysis of the data from the above studies. As each new plan is adopted, action plans for the future are drawn up. The commission is then responsible for carrying out these action plans and updating the Unified Planning Document, the zoning and subdivision regulations, to be in agreement with the Town Plan.

### **Article I Governing Rules**

The Monkton Planning Commission shall be governed by the provisions of all applicable state statutes, local laws, ordinances and these rules. As much as possible the commission will follow Roberts Rules of Order.

### **Article II Officers & Duties**

1. The commission shall organize and elect by majority vote annually in the month of April. Positions shall include, a chair, vice chair and clerk/secretary. The commission may elect a co-chair model of governance.
2. The chair or co-chairs shall preside at all meetings and hearings of the commission, decide all points of order or procedure and appoint any committees that may be found necessary.
3. The vice-chair or co-chair shall assume the duties of the chair in their absence.
4. The clerk/secretary shall conduct all official correspondence subject to these rules at the direction of the commission; shall send out all notices required by law and these rules of procedure and shall keep the minutes of the commission. All minutes and any other official actions shall be filed with the town clerk as a public record.

### **Article III Meetings**

1. The regular meetings of the Planning Commission shall be held at 7:30 PM on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Depending upon its calendar, the second meeting of each month may be cancelled at the commission's discretion.

2. Meetings may be cancelled or special meetings called by the chair, provided that written notice of such meeting is given each member at least 48 hours for regular meetings or 24 hours for special meetings AND such notice is publicly posted as required by statute.

3. A quorum shall consist of a majority of the members of the commission.

4. The order of business at all regular meetings of the commission shall be as follows:

- a. Administrative Business
  1. Roll call
  2. Readings and approval of minutes of proceeding meetings
  3. Review of mail
- b. Old business
  1. Reports: commissioners' activities
  2. Reports: special committees
- c. New business
  1. New agenda items
  2. Reports from other town committees or boards
  3. Commissioners' other concerns

Commission meetings may include an educational speaker or guest at any point within the meeting agenda.

5. All hearings of the commission and its committees shall be open to the public.

#### **Article IV Agendas**

1. All Agendas, notices of Special Meetings and Public Hearings shall be posted or published as required by 1 VSA § 310-314 (Vermont Open Meeting Law.)

2. Public Hearings shall also be warned as required in 24 VSA Chapter 117 for adoption of the Town Plan (or amendment to) and amending the Unified Planning Document.

#### **Article V Conflict of Interest**

All members of the Planning Commission are expected to follow the Conflict of Interest Policy as established by the Select Board.

#### **Article VI Records**

All records of the commission shall be public record.

#### **Article VII Amendments**

These rules may be amended at any regular meeting by an affirmative vote of a quorum of the commission provided that such amendment has been presented in writing to each member of the commission at least 48 hours preceding the meeting at which the vote is taken.

These rules of procedure were adopted by the Monkton Planning Commission at its regular meeting on May 3, 2016.

Wendy Sue Harper  
Chair

Ivor Hughes  
Clerk