

BEND PLANNING COMMISSION
BY-LAWS

The Bend Planning Commission adopts the following rules and regulations to conduct its business and govern its members:

RULE I – OFFICERS and CITY STAFF

At the last regular meeting in December of each year, the Planning Commission will nominate members to be Chair and Vice Chair from its appointed members, with the nominations held open until the first meeting in January. At the first regular meeting in January of each year, the Commission shall elect a Chair and a Vice Chair (the Officers) from the nominees, each of whom will serve for a term ending at the first regular meeting of the next year, or until a successor is elected.

Section 1. The Chair presides at all meetings; appoints all committees which the Commission deems necessary; executes all documents requiring formal execution; participates fully in all decisions and actions of the Commission; sees that all business is conducted in accordance with the provisions of the Bend Development Code and Chapters 197 and 227 of the Oregon Revised Statutes; and performs other duties assigned by the Commission.

Section 2. The Vice Chair shall preside in the absence of the Chair, and perform such other duties assigned to him/her by the Commission.

Section 3. City Staff must keep permanent and complete records of the proceedings of the Commission; prepare documents for signature by the Commission; prepare agendas for each meeting; and give, publish or serve all notices required by law or these by-laws. City Staff will perform the administrative functions to support the Commission, as well as provide the planning support for the policy direction functions of the Commission consistent with their role within the Council/Manager structure of the City of Bend.

RULE II - MEETINGS OF THE COMMISSION

Meetings of the Commission will be held on the second and fourth Monday night of the month at 5:30 p.m. in the City Council Chambers, and at such other times approved by the Commission.

Special meetings may be called by the Chair with the written concurrence of the Vice Chair, or by the Chair at the written request of three Commissioners, or at the request of Staff to the Chair or Vice Chair. The written request shall state the purpose of the Special Meeting. The written request may be submitted to the Chair electronically, or in other written form; provided that written notice of such special meetings is given consistent with State Open Meetings Act law. Special meetings

require at least 24 hours' notice, including notice to interested persons requesting notice.

The Staff shall notify members of the Commission of all meetings of the Commission. Meeting materials shall be posted on the City Website. Commissioners may request that they receive hard copies of the meeting materials by mail or at City Hall. The Commission may at any meeting adjourn over to the next regular meeting or a different day, by a majority vote. When designating a continued meeting date, the new date must allow conformance with the Oregon State Open Meetings Act law.

RULE III – QUORUM; OFFICERS PRO-TEM

A majority of the Commission constitutes a quorum to conduct business. If a quorum is lacking, Commissioners present shall adjourn to the next available regular meeting or call a special session. In the absence of both the Chair and the Vice Chair at any meeting, a Pro-Tem Chair shall be selected from the Commissioners present.

RULE IV - COMMITTEES

The Commission may establish committees on an ad hoc basis.

RULE V - ORDER OF BUSINESS, AGENDA

The general order of business on the agenda shall be as follows, but may be modified by the Chair:

1. Roll Call
2. Visitors
3. Work Session/Training
4. Quasi-judicial hearings
5. Public Hearings
6. Approval of Minutes
7. Report from Commissioners
8. Report from Staff
9. Adjournment

The order of business on the agenda for any other meeting should generally follow that as described above, but can be established or modified by the Chair and Staff jointly.

RULE VI - TIME LIMIT ON SPEAKERS

Either presiding officer or the full Commission under its Rules of Procedure, may limit the time during which persons appearing before the Commission may speak.

RULE VII - VOTING

The Chair or the presiding officer shall vote with the other Commissioners in transaction of any business and in all matters coming before the Commission.

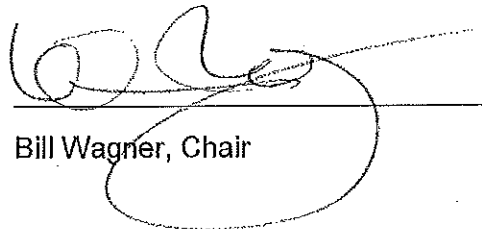
No member shall be permitted to vote on any subject in which he/she has a direct financial interest. Unless otherwise provided in these rules, a majority vote of the members voting shall decide questions before the Commission.

RULE IX - ADMINISTRATIVE PROCEDURES

Rules of procedure may be adopted by the Planning Commission, and shall be available on the City's website under the section for the Planning Commission. Questions of procedure not specifically provided for in these bylaws or in adopted rules of procedures shall be generally governed by *Robert's Rules of Order*.

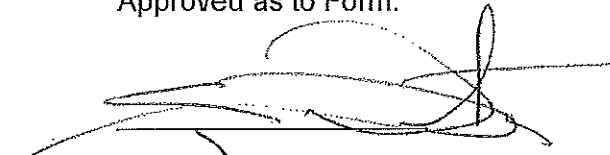
ADOPTED by the Bend Planning Commission this 13th day of July, 2015.

Yes: 7 No: 0



Bill Wagner, Chair

Approved as to Form:



Mary A. Winters, City Attorney