

**BY LAWS**

**RENO COUNY PLANNING COMMISSION**

**RENO COUNTY, KANSAS**

Thom Etzler, Chairman  
Mark Richardson, Vice Chairman  
Mary Lynn Baker  
Lisa French  
Ken Jorns  
Gary Price  
Steve Westfahl

**BYLAWS PASSED – JULY 2, 1971**

**AMENDED**

October 21, 1981  
February 17, 1982  
June 20, 1984  
November 20, 1991  
September 22, 1992  
December 14, 1994  
February 16, 2012  
December 21, 2017

## STATE ENABLING ACT AND COUNTY PLANNING RESOLUTION

The Reno County Planning Commission is subject to the planning laws of the State of Kansas and as such legislation applies to all County Planning Commission members in the State, and to Reno County Resolution adopted July 2, 1971, by the Reno County Board of County Commissioners. Those sections which specifically apply to the organization and operation of a County Planning Commission are briefly summarized as follows:

### APPOINTMENT

1. The Reno County Planning Commission shall consist of seven members whom shall be appointed by the Reno County Board of County Commissioners.
2. These seven members shall be residents of Reno County, a majority of who live outside the corporate limits of any incorporated city.
3. Members may be reappointed and shall not serve for more than three consecutive terms; provided, that any appointment of a commission member to serve a term of less than seven (7) months shall not be considered as serving a term for purposes of reappointment. All members shall hold office until their successors are appointed and qualified. Members shall be appointed to a three year term.
4. Vacancies shall be filled for the unexpired term by the Board of County Commissioners;
5. Members shall serve without compensation for their services. Members shall be paid round trip mileage at the current IRS rate. Mileage distances shall be determined using MapQuest or other similar computer program and be the most direct route from the member's residence to the meeting site.
6. Training of all Commission members shall be done on an annual basis. This training will include, but not be limited to, new or existing state or federal legislation affecting existing procedures or the comprehensive plan, duties and responsibilities of the Planning Commission, and other items that will ensure the Planning Commission is operating efficiently and within the existing statutes of the state of Kansas.

### ORGANIZATION

1. The County Planning Commission shall elect a Chairperson and a Vice-chairperson who shall serve for one year and until the respective successors have been selected.

2. The Planning Commission shall adopt such other rules and regulations governing its organization and procedures as it may deem necessary. Such rules and regulations shall not be inconsistent with the Resolutions of Reno County and the laws of the State of Kansas.
3. The County Commissioners may employ such employees as it may deem necessary for the work of the Planning Commission, and may contract with planners, engineers, landscape architects and other consultants for such services as may be required.
4. The Planning Commission shall, when it deems necessary recommend to the County Commissioners that it contract for, accept and expend grants from the Federal Government available for the purpose of County Planning and from any agency of the State or other source which might have funds available for such purposes.
5. All monies appropriated by the County Commissioners and all monies received from grants, gifts, or other sources for the use and benefit of the Planning Commission shall be deposited with the County Treasurer and shall be paid out on warrants approved by the Governing Body.

#### **FUNCTION AND DUTY**

1. It shall be the function and duty of the Planning Commission to advise the Governing Body in county planning, land use studies, technical services, and any and all types of planning studies requested by the Governing Body.
2. In the preparation of the Official Comprehensive Plan, the Planning Commission shall make careful and comprehensive surveys and studies of existing conditions and probable future growth within Reno County. After holding a public hearing, the Planning Commission shall recommend to the County Commissioners, carried by not less than a majority vote of the FULL membership of the Commission, a comprehensive plan for the coordinated development of Reno County. The County Commissioners shall adopt the comprehensive plan by resolution. The resolution shall refer expressly to the maps, descriptive matter and other matters intended by the Planning Commission to form the whole or part of the plan, and actions taken shall be recorded on the adopted plan. The Planning Commission may from time to time extend, or add to the plan by following the above procedure.
3. The Planning Commission will review the comprehensive plan on an annual basis and make amendments, changes and other updates as necessary. All changes to the comprehensive plan shall be forwarded to the County Commissioners for their consideration and approval. A complete update of the comprehensive plan should be undertaken every 10 years to coincide with new census data.

## **RULES AND REGULATIONS**

The following rules and regulations govern the procedures of the Planning Commission and are adopted in accordance with the planning laws of the State of Kansas.

### **ARTICLE I: OFFICERS**

1. The County Planning Commission shall organize annually at the last regular meeting of the calendar year.
2. The Planning Commission shall elect a Chairperson and Vice Chairperson from among the appointed members, which term shall be for one year. The Chairperson and Vice-Chairperson shall serve until their successors have been selected or until the term expires. The Reno County Planner shall serve as Secretary to the Planning Commission.
3. The Chairperson shall preside at all meetings and public hearings of the County Planning Commission; shall decide all points of order and procedure and shall transmit reports and recommendations of the Planning Commission to the County Commissioners.
4. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
5. The Secretary shall be responsible for keeping the minutes of the Planning Commission; sending agendas to members of the Planning Commission; carrying out written correspondence; maintaining the records of the Planning Commission; an assistant Secretary who is not a member of the Planning Commission may be appointed. Compensation for the assistant Secretary, if any, shall be set by the County Commissioners.

### **ARTICLE II: MEETINGS**

1. The Planning Commission shall adopt an annual schedule of monthly meetings to be held at a time and place to be designated by the Chairperson.
2. Special meetings of the Planning Commission may be called by the Chairperson or in his absence by the Vice-Chairperson and three members of the Board, provided at least three days notice is given each member prior to any such meeting date.

3. The order of business at all meetings shall be as follows:
  - a. Roll Call
  - b. Approval of minutes of previous meeting
  - c. Old business
  - d. New business
  - e. Other business
  - f. Adjournment
4. All regular meetings of the Planning Commission shall be open to the public, except that the Planning Commission may adjourn to executive session in accordance with K. S. A 75-4319 et seq., entitled Closed or Executive Meetings
5. Where procedural and parliamentary rules adopted by the Planning Commission do not conflict; parliamentary procedure shall generally follow “Robert’s Rules of Order” with variations as deemed appropriate by the chairperson.

#### ARTICLE III: QUORUM

Four members, a majority of the Planning Commission, shall constitute a quorum for the transaction of business.

#### ARTICLE IV: VOTING

An affirmative vote of the majority of a quorum of the Planning Commission shall be necessary to authorize any official action of the Commission. Where such a vote is not possible either for or against a particular proposal, the results of such action shall be submitted to the County Commissioners with an explanation of the failure to establish an official vote on the subject in question. All members, including the Chairperson, shall have a vote and shall vote when present except that any member shall automatically disqualify himself from voting on any decision in which they foresee a potential conflict of interest.

#### ARTICLE V: RECOMMENDATIONS

An authorized representative of the Planning Commission shall have the right to appear before the County Commissioners for the purpose of reporting recommendations of the Planning Commission.

## ARTICLE VI: COMMITTEES

1. The Planning Commission may establish such committees as it deems advisable and assign each committee specific duties or functions.
2. The Chairperson of the Planning Commission shall designate the members of each committee and shall name the Chairperson of each committee. The Chairperson of the Planning Commission shall fill vacancies on committees as they are created.

## ARTICLE VII: RECORDS AND REPORTS

1. The Planning Commission shall keep a record of its resolutions, transactions, findings, and determinations.
2. All records of the Planning Commission shall be available for public review.

## ARTICLE VIII: AGENDA SUBJECTS

1. Upon application by an interested party for a place upon the agenda of a Planning Commission meeting, the Secretary of the Commission shall require that all data pertaining to such subjects be presented in writing at least two weeks prior to the date of the Planning Commission meeting.
2. Where the volume of the Planning Commission subjects may require such action, the Chairperson of the Planning Commission may, with approval of the Planning Commission, postpone discussion of certain subjects until sufficient time is available for the members to give proper review to such subjects.
3. Agendas shall ordinarily be mailed to the members of the Planning Commission at least three days prior to the Planning Commission meeting.
4. Subjects which are not listed on an official Planning Commission agenda may be introduced and discussed at a meeting; however, no action shall be taken until such subjects appear on a published agenda.

## ARTICLE IX: PUBLICITY

1. The Planning Commission shall encourage the public to attend its regular meetings and shall take positive action to keep its activities before the public by supplying newspaper, radio, and television stations with information.
2. If a public hearing is required, the Planning Commission shall fix a reasonable time for the hearing and give public notice as to the time, place, date, and subject

in the official county newspaper to be published at least 20 days prior to the hearing. Affected property owners shall be notified in writing at least 20 days in advance of the public hearing.

#### ARTICLE X: ATTENDANCE OF MEMBERS

Whenever any duly appointed member of the Planning Commission does not attend three (3) regular consecutive meetings or at least eight (8) meetings in a twelve (12) month period unless excused the by Secretary, it shall be assumed that he/she has tendered his/her resignation to the County Commissioners. It shall be the duty of each member to notify the Secretary of the Planning Commission in the event he/she cannot attend the regular monthly meeting.


#### XI

These rules of procedure may be amended by an affirmative vote by five (5) members of the Planning Commission provided such proposed amendment has been submitted in writing to each member of the Board at least three (3) days prior to the meeting at which such action is to be taken.

#### ARTICLE XII: REPEAL OF RULES OF PROCEDURES

These rules of procedure shall repeal and replace all other rules of procedure which the Planning Commission has previously adopted.

ATTEST: APPROVED BY RENO COUNTY PLANNING COMMISSION

  
Mark Vonachen, Secretary

Etzler,

Date 21 7

