

**BY-LAWS FOR THE  
DAWES COUNTY, NEBRASKA  
PLANNING COMMISSION**

**ARTICLE I  
Objectives**

1. The objectives and purposes of the Planning Commission of Dawes County Nebraska, are those set forth in Section 23-114.01 of Nebraska Revised Statutes and amendments and supplements thereto, and those powers and duties delegated to the Planning Commission by the County Board of Dawes County, Nebraska.

**ARTICLE II  
Officers and Their Duties**

1. The Officers of the Planning Commission shall consist of a Chair, Vice Chair and a Secretary.
2. The Chair shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.
3. The Chair shall be one of the citizen members of the Planning Commission. He/She shall have the privileges of discussing all matters before the Planning Commission and of voting thereon.
4. The Vice Chair shall act for the Chair in his/her absence. He/She shall be a citizen member of the Planning Commission.
5. The Secretary shall keep the minutes and records of the Planning Commission. Work with the Zoning Administrator to prepare agendas for regular and special meetings, provide notice of meetings to Planning Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Planning Commission and attend to such other duties as are normally carried out by a Secretary.

**ARTICLE III  
Election of Officers**

1. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be held during the first meeting held in the month of January each year and the election of officers shall follow immediately thereafter.
2. A candidate receiving a majority of the quorum vote of the membership of the Planning Commission shall be declared elected and shall take office.
3. Vacancies in offices shall be filled immediately by regular board procedures.

**ARTICLE IV  
Meetings**

1. A minimum of two meetings are required per year.
2. A majority of the membership of the commission shall constitute a quorum and the number of votes necessary to transact business shall be a majority of the quorum present of the Planning Commission. Voting shall be by roll call and a record kept as part of the minutes.
3. Special meetings can be called when necessary. It shall be the duty of the Zoning Administrator to notify the Chair and other members of the Zoning Commission of the special meeting. The notice of such a meeting shall specify the purposes of such a meeting. Member notification of such a meeting shall be made in writing no less than (5) five days prior to the meeting date.
4. All meetings in which official action is taken shall be open to the general public and comply with the Open Meetings Act.

**ARTICLE V**  
**Order of Business**

1. The order of business at regular Planning Commission meetings shall be:
  - a. Roll Call
  - b. Agenda Approval
  - c. Reading of minutes from previous meeting
  - d. Communication
  - e. Report of officers and committees
  - f. New business
  - g. Next meeting date
  - h. Adjournment

**ARTICLE VI**  
**Committees**

1. The following standing committees may be appointed by the Planning Commission:
  - a. Land Use Committee
  - b. Transportation Committee
  - c. Public Facilities Committee
  - d. Housing and Building Code Committee
  - e. Economic Development Committee
  - f. Budget and Finance Committee
  - g. Public Relations Committee
  - h. Recreation Committee
2. The standing committees may be appointed for any length of time.
3. Special committees may be appointed by the Chair for purposes and terms which the Planning Commission approves.

**ARTICLE VII**  
**Membership**

1. Members of the Dawes County Planning Commission shall be appointed by the Dawes County Commissioners. Each Commissioner shall appoint 3 members from their district for a three year term. Each district shall have one membership renew/change in January of each year.
2. Vacancies on the Planning Commission shall be advertised no less than three (3) consecutive weeks with the local media with interested applicants submitting a letter of intent to participate.
3. Current members whose term is ending can submit a letter of intent to stay on the commission with no term limits applied.
4. Members of the Zoning Commission must:
  - be a resident of Dawes County;
  - live outside the city limits;
  - be of legal voting age
5. Members of the Dawes County Planning Commission shall endeavor to attend each advertised meeting. Those members knowing they are not available to attend a meeting shall notify the Commission by contacting the Zoning Administrator. Members of the Planning Commission that miss three consecutive meetings without notifying the Zoning Administrator may be terminated by commissioner action. The Zoning Administrator shall notify the appropriate Dawes County Commissioner of the member's unexcused absences for immediate action.
6. As statutorily required members of the Planning Commission shall be paid mileage for each meeting attended whether a quorum is present or not.

