



# BOISE COUNTY

## RESOLUTION #2017-22

### A BOISE COUNTY RESOLUTION ADOPTING BY-LAWS FOR THE BOISE COUNTY PLANNING & ZONING COMMISSION, IN ACCORDANCE WITH THE BOISE COUNTY UNIFIED LAND ORDINANCE

**WHEREAS**, the Boise County Unified Land Use Ordinance requires By-Laws be established for the Planning and Zoning Commission, and adopted by the Board of Boise County Commissioners; and

**WHEREAS**, the Planning and Zoning Commission has conferred with legal counsel on the proposed By-Laws; and

**WHEREAS**, the Planning & Zoning Commission presented to the Board of Boise County Commissioners, the Planning & Zoning Commission's approved By-Laws;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Boise County Commissioners do hereby approve the By-Laws for the Boise County Planning & Zoning Commission, attached as Exhibit A to this resolution.

**APPROVED** and **ADOPTED** in Open Session on April 4<sup>th</sup>, 2017.

#### BOISE COUNTY BOARD OF COMMISSIONERS

Handwritten signature of Alan D. Ward in blue ink.

**ALAN D. WARD**, Chairman

Handwritten signature of Roger B. Jackson in blue ink.

**ROGER B. JACKSON**, Commissioner

Handwritten signature of Laura L. Baker in blue ink.

**LAURA L. BAKER**, Commissioner

#### ATTEST:

Handwritten signature of Mary T. Prisco in blue ink.

**Mary T. Prisco**, Clerk to the Board

**BY-LAWS OF THE BOISE COUNTY PLANNING AND ZONING COMMISSION  
(ULO #2016-01, Section 2.2)**

**ARTICLE I**

**OFFICERS:** The general officers of the Boise County Planning and Zoning Commission shall be Chairman and Vice-Chairman, who shall hold office for one year and until their successors are elected. Officers may hold successive terms.

Section 1: Annually, at the first regular meeting of the calendar year, the Boise County Planning and Zoning Commission shall elect a Chairman and Vice-Chairman, who will take office immediately after being elected. Vacancies in these offices occurring during the course of the year will be filled by election at the next regular meeting.

Section 2: The Boise County Planning and Zoning Administrator, or individual appointed by the Zoning Administrator shall serve as the secretary of the Commission.

Section 3: The principal duties of the Chairman shall be to preside at all meetings and to have general supervision of the affairs of the Boise County Planning and Zoning Commission. The Chairman shall make such appointments as may be required, subject to approval of the Commission membership.

Section 4: The principal duties of the Vice-Chairman shall be to discharge the duties of the Chairman in the event of the absence or disability, for any reason whatsoever, of the Chairman.

Section 5: As per Boise County Ordinances it is the responsibility of the County Clerk to be custodian of all public records, ordinances, resolutions and such other papers and documents as may be delivered into his/her custody. All records shall be open to the public, except as noted in Title 74, Chapter 1, Idaho Code.

Section: 6: The Planning and Zoning Administrator, or individual assigned by the Planning and Zoning Administrator, shall give notice of all meetings and public hearings. It shall also be the duty of the Planning and Zoning Administrator to provide the Commission with all essential documentation regarding items under their review.

**ARTICLE II**

**MEETINGS:**

Section 1: The Boise County Planning and Zoning Commission shall hold its regular meetings on the third Thursday of each month at 6:30 p.m. as necessary, in no case less than nine (9) times yearly. If a holiday falls on the Thursday scheduled for the Commission meeting the meeting shall be held on the following Thursday. All meetings shall comply with the open meeting law found in Title 74, Chapter 2, Idaho Code.

Section 2: Special meetings may be called at any time by the Chairman, or by the request of three (3) or more members of the Commission.

**BY-LAWS OF THE BOISE COUNTY PLANNING AND ZONING COMMISSION  
(ULO #2016-01, Section 2.2)**

**ARTICLE III**

**PARLIAMENTARY AUTHORITY:** The rules contained in the current and authorized edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Commission may adopt, or any federal, state, or county ordinances or resolutions applicable to the Commission.

**ARTICLE IV**

**VOTING:**

Section 1: A decision is made and a motion passed when a quorum is present and more than half the votes are affirmative. All votes shall be made in open session and duly recorded. Any conflicts of interest shall be disclosed and handled in accordance with Idaho Code §67-6506. A roll call vote shall be held for all decisions related to amending the agenda, land division applications, conditional use permit applications, and variances. Any member may call for a roll call vote for any motion.

Section 2: Once a quorum is established for a public meeting, should a member(s) abstain from a vote, a decision shall be based on the vote of a simple majority of the remaining voting members.

Section 3: In the event of a tie vote, a motion fails for lack of a majority; and, therefore the motion is denied.

**ARTICLE VI**

**AMENDMENT OF BYLAWS:** These bylaws can be amended at any regular meeting of the Board by a two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting, or included in the agenda of the next regular meeting.