

Bylaws of the Butler County Planning Commission

Article 1 – Authority

- A. The membership, powers, and duties of the Butler County Planning Commission shall be as prescribed in Chapter 713 of the Ohio Revised Code.

Article 2 – Officers

- A. The officers of the Butler County Planning Commission shall be a Chairperson, Vice-Chairperson, and Secretary.
- B. The Chairperson and Vice-Chairperson shall be elected by a majority vote of the Planning Commission and shall serve for a period of one year. The first regular meeting after March 1 of each year shall constitute the annual organizational meeting of the Planning Commission.
- C. The Planning Director, or his/her designee, shall serve as the Secretary.
- D. The Chairperson, or in his/her absence the Vice-Chairperson, shall preside at all meetings of the Planning Commission. In the absence of both the Chairperson and Vice-Chairperson, a temporary Chairperson is to be elected, provided a quorum is present. Such a temporary Chairperson shall serve for that meeting only.
- E. The Chairperson, subject to the bylaws, shall decide all points of procedure (unless otherwise directed by a majority of members in session at the time); shall supervise the Secretary; and shall perform any other duties required by law, resolution, or these bylaws.
- F. The Secretary shall conduct all correspondence of the Planning Commission, shall keep all records, shall send out all notices required by law or as requested by the Planning Commission, and shall perform all other duties required by law, resolution, these bylaws, or the Planning Commission.

Article 3 – Meetings

- A. Regular meetings of the Butler County Planning Commission shall be held the second Tuesday of each month at 3:00 PM, or as the Chairperson or Secretary may determine. If the second Tuesday is a County holiday, the meeting shall be on the preceding Monday. Special meetings may be called by the Chairperson, Secretary, or as the Planning Commission may determine. All meetings of the Planning Commission shall be held in the First Floor Conference Room, Butler County Government Services Center, Hamilton, Ohio, unless otherwise determined by a majority of the members of the Planning Commission.
- B. All meetings of the Planning Commission shall be open to the public, and notice thereof shall be given in accordance with Section 121.22 of the Ohio Revised Code. A schedule of regular meetings shall be posted in the office of the Planning Commission, 6th Floor, County Administrative Center, and on the Planning Commission's website.
- C. A meeting notice and proposed agenda shall be delivered or mailed to each member at least five (5) days before each regular meeting. If, by noon on the day of a regular meeting, it is apparent that a quorum of members will not be present at the meeting, the Chairperson shall reschedule the meeting at his/her discretion.

- D. Notice of a special meeting and purpose thereof shall be given at least twenty-four (24) hours before such meeting. Any person requesting notification of special meetings shall be given 24 hours advance notice and immediate notice of any emergency meetings.
- E. Any person may request advance notification of all meetings of the Planning Commission by providing contact information to the Secretary of the Commission. In the case of special or emergency meetings, the Secretary shall make a reasonable effort to notify persons requesting notice.

Article 4 – Parliamentary Procedure

- A. Except as otherwise determined by the Commission, Roberts Rules of Order shall govern the conduct of all meetings.
- B. A quorum of the Planning Commission shall consist of not less than five members. A lesser number of members may, however, adjourn the meetings from time to time. If a quorum is not yet present thirty (30) minutes after the scheduled meeting start time, the meeting may be rescheduled at the discretion of the Chairperson.
- C. No matter shall be considered at any meeting which is not on the agenda for such meeting, except by consent of a majority of the members of the Commission present.
- D. The presiding officer of the Planning Commission may second a motion made by one of its members.
- E. Provided that a quorum is present, a simple majority vote, ignoring abstentions, is sufficient for the adoption of any motion that is in order. In the case of a tie vote, the motion is considered to have failed.
- F. The Secretary shall keep minutes of the Planning Commission proceedings. Any vote, other than a unanimous vote, shall show the vote of each member upon each question. The Chairperson shall sign all minutes.
- G. In any case where the Planning Commission may deem it necessary or desirable to continue a portion of their meetings, such meeting may be recessed or continued. No further notice need be given other than the public announcement made at the meeting as to the date, time, and place to which said meeting shall be recessed or continued.

Article 5 – Amendment

- A. These bylaws and regulations may be amended or modified by a majority vote of the members of the Planning Commission, provided that such amendment be presented in writing at a regular meeting and action taken at a subsequent regular meeting.

Adopted: June 17, 1975

Amended: July 12, 1977; April 11, 1978; June 14, 1983; June 9, 2015; May 11, 2021