

BYLAWS

FORT GAINES/CLAY COUNTY COMMISSION

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ARTICLE I - The Planning Commission

SECTION 1. Name of Planning Commission - The official name of the Planning Commission shall be the Fort Gaines/Clay County Planning Commission.

ARTICLE II - Members, Officers and Duties

SECTION 1. Election of Officers - Annually, at the regular meeting of the Planning Commission held in the month of January, the Planning Commission shall elect a Chairman and a Vice Chairman. The Secretary-Treasurer shall be the City Clerk of Fort Gaines. The officers may succeed themselves. The terms of office for each officer shall begin with the regular January meeting. Members shall be notified in writing of the date, time and place of the election of officers at least fifteen (15) days prior to the regular January meeting. Each officer shall serve until relieved of his duties as herein provided.

SECTION 2. Chairman - The Chairman shall preside at all meetings of the Planning Commission and at other meetings and public hearings called by the Planning Commission. He shall call special meetings of the Planning Commission when required, and shall transmit reports, plans and recommendations of the Planning Commission to the appropriate governing authority, and, in general, shall act as spokesman for the Planning Commission.

SECTION 3. Vice Chairman - The Vice Chairman shall serve as Chairman

In the absence or the disability of the Chairman. In the event of the death or resignation of the Chairman, the Vice Chairman shall perform the latter's duties until such time as the Commission shall elect a new Chairman.

SECTION 4. Secretary-Treasurer - The Secretary-Treasurer shall assist the Chairman in the preparation of the agenda for Planning Commission meetings, shall prepare and send out notices for regular and special meetings, shall prepare and distribute minutes of Commission meetings, shall establish and maintain the Commission's files and its books of account, and shall have the custody of all funds coming into the possession of the Commission and shall deposit the same in the name of the Commission in such bank or banks as the Commission may select. Under the Commission's direction and upon its authorization the Secretary-Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse Commission funds.

SECTION 5. Additional Duties - The Chairman, Vice Chairman and Secretary-Treasurer shall perform such other duties and functions as may from time to time be required by the Commission or by its Bylaws.

SECTION 6. Attendance - Any member who fails to attend two (2) consecutive regular meetings of the Planning Commission, without an adequate reason for such absences, may become subject to dismissal from the Planning Commission. The Chairman, with the concurrence of not less than four (4) members, may recommend to the represented governing authority that a vacancy be declared and that the vacated position be filled.

SECTION 7. Conflict of Interest - Should any member of the Planning Commission be financially or otherwise closely associated with any issue that comes before the Commission, said member shall disqualify himself from participating in considering the issue and shall not sit with the Commission during such consideration. A member of the Commission may raise the question of conflict of interest of another member regarding a specific issue that is before the Commission. A majority vote of those without such conflict shall determine if such conflict does exist.

ARTICLE III - Meetings

SECTION 1. Regular Meetings - Regular meetings of the Planning Commission shall be held on the third Monday of each month at 7:30 P.M. at the Fort Gaines City Hall. Each member shall be notified of each regular meeting at least seven (7) days prior to the meeting, via a written agenda, prepared by the Secretary to the Planning Commission.

SECTION 2. Special Meetings - Special meetings of the Planning Commission may be called at any time by the Chairman provided that at least forty-eight (48) hours notice of the time of such meeting shall be given to each member by the Secretary. However, this requirement may be waived by action of not less than four (4) members. The purpose of the special meeting must be stated and no other business may be conducted.

SECTION 3. Cancellation - Whenever there is no business for the Planning Commission, the Secretary may dispense with a regular meeting by giving notice to all members at least three (3) days prior to the time set for the meeting.

SECTION 4. Quorum - The quorum shall consist of a majority (4) of the members.

SECTION 5. Order of Business - The order of business at regular meetings shall be as follows: (1) roll call; (2) approval of minutes of previous meetings; (3) public business; (4) executive session; (5) all actions of the Commission shall have been put before the members in the form of a motion, duly seconded and voted upon by a majority of members present; (6) adjournment.

SECTION 6. Any matter before the Planning Commission relevant to matters of zoning, the subdivision of land, urban renewal or implementation of the elements of the comprehensive plan will not be heard, nor will recommendations be made without first considering the pertinence of the matter with reference to the zoning map, land use plan and appropriate plan documents.

SECTION 7. The vote of a majority of a quorum present shall be sufficient to decide matters that come before the Planning Commission. If only three (3) members are present and the Chairman, the Chairman will be required to vote.

SECTION 8. Meetings and Records Open - All meetings of the Planning Commission at which official action is taken shall be open to the public and all records of the Planning Commission shall be public record. Duplicate copies of Planning Commission Minutes shall be filed in the Office of the Clerk of the Clay County Board of Commissioners, and in the office of the Clerk of the City of Fort Gaines.

ARTICLE IV - Planning Staff

The planning staff attached to the Planning Commission shall be

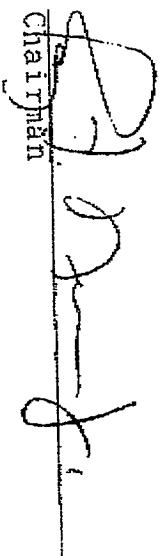
encouraged to advise, upon request, all members regarding the technical aspects of matters before the Commission. Consultation between the staff and citizens who are interested in planning questions shall also be encouraged. The Chairman may request the planning staff to prepare and present special reports as the need arises.

ARTICLE V - Amendments

These Bylaws may, within the limits set by law, be amended at any regular meeting of the Planning Commission by an affirmative vote of not less than a majority of the members, provided that such amendment shall have first been presented to all members in writing at least seven (7) days prior to the meeting at which the vote is taken.

Adopted

7-20-87


Chairman


Secretary