

CITY OF OTTAWA PLAN COMMISSION

BY-LAWS

MEETINGS

1. The annual meeting for the election of officers of the City Plan Commission, Ottawa, Illinois shall be held on the fourth Monday in the month of June each year.
2. Regular monthly meetings of the Commission shall be held on the fourth Monday of each month at City Hall unless otherwise specified by the presiding officer.
3. Adjourned annual meetings or adjourned monthly meetings of the Commission shall be held at such time and place as may be fixed in the resolution of adjournment or notice of special meeting. If no other place is fixed in the resolution, the meeting shall be held at City Hall.
4. All regular meetings shall be held at 7:00 p.m. or other time stated in the notice of meeting.

SPECIAL MEETINGS

1. Special meetings of the Commission may be called by the chairman and held at any time or place fixed by the call.
2. The chairman shall call a special meeting of the Commission at the request in writing of any three or more members of the Commission, and if the chairman ~~shall~~ fails to comply with such request, said members so requesting shall call such meeting, all signing the notice.
3. Adjourned special meetings of the Commission may be held at such time and place as fixed in the resolution of adjournment. If no other place is fixed in the resolution, the meeting shall be held at City Hall.

NOTICE OF MEETINGS

1. All meetings and notices of Commission meetings shall comply with the Illinois Open Meeting Act.

QUORUM

1. Five (5) members of this Commission shall be necessary to constitute a quorum. Each member of the Commission is entitled to one vote.
2. The affirmative vote of the majority of the members present shall be required for the exercise of powers or functions conferred or imposed upon the Commission, but less than a quorum of members shall meet and adjourn from time to time until a quorum is present.

OFFICERS

All officers shall be members of the Commission, and consist of chairman, vice chairman, secretary and designated recording secretary.

1. CHAIRMAN

- a. The chairman shall preside at all meetings of the Commission.
- b. He shall have general charge of the business of the Commission.
- c. He shall, when authorized by the Commission, execute all contracts and other obligations in its name.
- d. He shall appoint all committees.
- e. He shall have general supervision of the conduct of the affairs of the Commission and of the employees thereof.
- f. He shall perform such other duties as are usually exercised by the chairman of a commission or president or chief officer of a corporation.

2. VICE CHAIRMAN

- a. The vice chairman shall perform the duties of the chairman during the absence or disability of the chairman.

3. SECRETARY

- a. The secretary shall sign or attest to the signature of the Chairman or Vice-Chairman on the documents of the Planning Commission.

3. DESIGNATED RECORDING SECRETARY

- a. The City Planner or other designee of the Plan Commission shall act as recording secretary. The recording secretary is not a member of the Commission and shall have no vote.
- b. Recording secretary shall maintain the minutes of all meetings and any such other records as may be necessary to the orderly administration of the Commission's business.
- c. Recording secretary shall notify the members of all meetings by sending the proposed agenda, a copy of the proposed minutes and any other pertinent documents.

COMMITTEES

1. From time to time it may be in the best interest of the City/Commission to appoint various committees to address a specific issue and report back to the Commission. Said committees shall be appointed by the chairman

2. Each Committee shall consist of two (2) or more members. The chairman shall have the authority whenever it may be advisable to appoint as advisory members of any committee of the Commission other citizens with talent, information or experience with problems before the committee to which they may be appointed.
3. The chairman of the Commission shall appoint one member of each committee as chairman thereof, and the committee shall meet at such times and place as directed by the chairman of the committee.
4. The members of the committee shall serve until the committee presents its final report to the Commission. The Chairman of the Commission shall fill any vacancy in the committee.
6. All reports of the committees upon which action of the Commission is contemplated shall be submitted in writing to the Commission and signed by the Chairman of the committee.

ELECTIONS

1. The chairman of the Commission shall be elected by the Commission and shall serve one year or until his successor is appointed.
2. The vice chairman and secretary shall be elected by the Commission and shall serve for one year, or until their successors are elected.
3. Any vacancy in the office of chairman, vice chairman or secretary of the Commission may be filled at any regular or special meeting after such vacancy occurs.
4. The chairman of the Commission shall appoint his committees and the chairman of each not later than the next regular meeting after the annual meeting.
5. In the event the chairman, vice chairman or secretary of the Commission should be absent or unable for any reason to attend the duties of their office, the members of the Commission may at any regular meeting, or at any special meeting called for that purpose, appoint a chairman pro-tem, or other officer, as the case may be, who shall attend to all duties of such officers until such officers shall return or be able to attend his duties.

ORDER OF BUSINESS

1. Roll call of members present
2. Minutes of previous meeting
3. Old Business
4. New Business.

MEMBERSHIP

1. Members of the Plan Commission shall be appointed by the City Council.

2. Members may be removed from the Commission in the manner and for the reasons provided by law.

AMENDMENTS

1. By-laws may be amended at any regular or special meeting by a two-thirds vote of total membership of the Commission if the amendment is included on the Commission agenda. Any proposed amendment must be presented in writing before the vote is taken.

RULES OF ORDER

1. Roberts Rules of Order shall prevail at all meetings of the Plan Commission unless other provided in these by-laws.

Approved by Plan Commission June 23, 2014