

CHAPTER _____ (Revised 9/19/06)

PLANNING COMMITTEE

Sections:

1. Establishment of Planning Committee.
2. Composition; terms.
3. Organization; meetings; quorum; order of business; special meetings.
4. Office space; compensation and expenses.
5. Vacancies.
6. Planning committee duties.
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Section 1. Establishment of Planning Committee.

There may be established a planning committee for the Community of _____.

Section 2. Composition; terms.

The Planning Committee shall reflect the make up of the community and community interests. If applicable, the planning committee may consist of all or any combination of the following:

- A. One representative from the _____ City Council;
- B. One representative from the _____ Tribal Council;
- C. One representative from the _____ Native Corporation;
- D. One elder or a representative from the community at large;
- E. One youth or a representative from the community at large; and
- F. The Mayor who shall be an ex-officio member of this committee, but shall vote only in case of a tie.

Members shall be appointed by the body they represent. All members shall be reside within the municipal boundary of _____.

Members shall be appointed for three year terms, except those first appointed shall be for one, two, and three year terms until each rotates into staggered three year terms. Such members first appointed shall draw lots so that two members serve for three years, two members serve for two years, and two members serve for one year. After serving the initial one year and two year terms, these seats shall rotate into three year terms.

Section 3. Organization; meetings; quorum; order of business; special meetings.

The committee, after members are appointed, shall have an organizational meeting and designate a member as presiding officer to conduct the affairs of the committee and a deputy presiding officer to serve in the absence of the presiding officer.

The committee shall meet at least once each quarter, and as many additional times as are necessary to transact business.

Meetings shall be public and minutes shall be kept. Notice of meetings shall be given in the same manner as for city council meetings. The City Clerk or his/her designee shall act as clerk for the planning committee.

A majority of the voting membership constitutes a quorum. Any act of the committee requires a majority affirmative vote of those voting members present.

Meetings shall be conducted according to City of _____ rules of procedure found in this code. The order of business at regular meetings shall be:

- A. Approval of minutes of previous meetings as amended or corrected;
- B. reading and disposition of correspondence;
- C. unfinished business;
- D. new business; and
- E. miscellaneous business.

The order of business at special meetings shall be prescribed by the presiding officer.

Section 4. Office space; compensation and expenses.

The _____ Planning Committee shall be provided office space suitable for its needs and adequate to file its journal, resolutions, records, reference materials, correspondence, maps, charts, etc., all of which shall constitute public records of the City.

Compensation and expenses of the planning committee shall be paid as directed by the City Council. The planning committee shall present a budget of all anticipated expenses and costs to the City Council for the Council's approval.

Section 5. Vacancies.

The body a planning committee member represents shall appoint a replacement, when the member:

- A. Departs from the Community with the intent to remain away for a period of ninety or more days;
- B. submits his resignation and the resignation is accepted by the presiding officer;
- C. is physically or mentally unable to attend committee meetings for a period of more than ninety days;
- D. misses two or more consecutive regular meetings unless excused by the committee;
- E. is convicted of a felony or of an offense involving a violation of his oath of office; and
- F. his/her appointment is withdrawn by the body he represents because of expiration of the term of office on the body he represents or other reason.

Section 6. Planning Committee duties.

The duties of the _____ Planning Committee are advisory. The _____ Planning Committee may prepare and make recommendations to the local governing bodies and the borough, which they may adopt, reject, or amend on the following:

- A. Comprehensive plan;
- B. capital improvement program;
- C. zoning;
- D. flood protection and counter measures;
- E. erosion control;
- F. building permits;
- G. other matters that may come to the committee's attention that effect the health, safety and well being of the citizens of _____.

Section 7. Recommendations to be by resolution.

Recommendations made by the planning committee shall be by resolution and in the following format:

- A. The heading "_____ Planning Committee";
- B. the space for a number to be assigned, "Resolution No. ___";
- C. a short and concise title descriptive of the resolution's subject and purposes;
- D. short premises or WHEREAS clauses descriptive of the reason for the resolution, if necessary;
- E. the resolving clause, "Be it resolved";
- F. the text; and
- G. after the date adopted, designated lines for signature of the committee presiding officer and the City Clerk to attest.