

Village of Angel Fire

Planning & Zoning Commission By-Laws



Preamble:

Whereas, in all regulated organizations, certain rules and regulations (By-Laws) are adopted as necessary for effective operation. Therefore, we the members for the Village of Angel Fire Planning & Zoning Commission, an organization established by the Mayor of Angel Fire, for the purpose of furthering the objective for which we have united, agree to support the following By-Laws.

Article One: Title and Purpose

1. The organization shall be known and designated as the Village of Angel Planning & Zoning Commission, Angel Fire, New Mexico.
2. The purpose of the Commission shall be to:
 - Make recommendations to Angel Fire Village Council and Staff

Article Two: Membership

1. Commission membership consists of **5** voting members, who are nominated from within the current Commission membership and approved by the Mayor. Commission members will be presented to Village Council at first opportunity following approval.
2. **Members serve staggered three (3) year terms** which begin on July 1 and end on June 30.
3. Appointments made to fill a Commission vacancy, end on the vacated membership's original term expiration date.

Article Three: Meetings

1. Committee meetings will be held at 5:00pm on the first Thursday of each month.
2. Meeting times and dates may be changed for the convenience of Committee members.
3. Meetings will be held at Village Hall Council Room.
4. All meetings shall be posted in compliance with the Open Meetings Act and shall be open to the public. Committee meeting notices and agendas will be sent to the Village Clerk a minimum of 1 week (7 days) prior to the meeting.
5. Minutes for the permanent public record shall be prepared for all meetings held. A copy of the draft minutes will be sent to the Village Clerk within 1 week (7 days) following the meeting.
6. Minutes shall be approved (as presented or corrected) at the Committee's next regular meeting. A copy of the approved minutes will be sent to the Village Clerk within 2 days of approval.
7. If the official Committee voted-in secretary is absent for a meeting, a quorum of the Committee in attendance at the meeting shall appoint a recording secretary for the purpose of recording and signing the minutes for that particular meeting.
8. The format of the Committee regular meeting agenda shall be as follows:
 - A. *See attached*

Article Four: Commission Officers, Elections and Removal from Office

1. Commission officers shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.
2. The Chairperson, appointed to this position by the Commission, is classified as the head of the Planning & Zoning Commission.
3. The Commission elects all officers to their positions.
4. Elections will be held annually on the first Thursday in July during the Commission's regular meeting.
5. Transition of newly elected officers will take place at the following meeting
6. Members must be present to be nominated for an officer, or the member may submit a letter to the secretary, stating the office or offices that they will accept.
7. If an office becomes vacant, the Commission shall elect another member to fill the vacancy for the remainder of the term.
8. To fill the vacant position, the Commission shall make an appointment recommendation to the Mayor. Upon approval, the new member shall then assume the term limit of the vacated membership.
9. If the office of Chairperson becomes vacant, the Commission may elect a new Chairperson.
10. The Commission, at a regular or special meeting, may approve a recommendation for removal of an officer for misconduct or for failure to perform the duties of their office.
11. The Commission, at a regular or special meeting, may approve a recommendation for the removal of an officer, or of a non-officer member, for failure to attend meetings. Failure to attend meetings shall consist of missing 3 or more consecutive meetings or missing more than 50% of meetings in a five month period.
12. Commission recommendations for removal of an officer, or a non-officer member, are made to the Mayor, who shall make the final decision for removal or retention.

Article Five: Duties of the Officers

1. It is the duty of all members to attend the Commission meetings unless for good reason.
2. **The Chairperson's duties shall include, but not be limited, to:**
 - A. Preparing or reviewing agendas using the By-Laws format.
 - B. Moderating Commission meetings by recognizing the public for individual comments, following the agenda and maintaining meeting order.
 - C. Monitoring applicable Village Budget Commission interests on a quarterly basis.
 - D. Monitor and follow through on actions taken at Commission meetings.
3. **The Vice-Chairperson's duties shall include, but not be limited to :**
 - A. Filling in for the Chairperson during his/her absence.
4. **The Secretary's duties shall include, but not be limited to:**
 - A. Taking minutes of the meetings and transcribing them.
 - B. Posting the meetings and submitting them to the website.
 - C. Scheduling meeting room.
 - D. Notifying Commission members electronically about the meeting time and date.
 - E. Send electronically the agenda and previous meeting minutes prior to the meeting date.
 - F. Follow through on actions taken by the Commission.
 - G. Monitor applicable Village Budget Commission interests on a quarterly basis.

Article Six: By-Law Amendments

1. These By-Laws may be amended provided that:
 - A. A written request is signed by two (2) members and is presented to the Commission.
 - B. A special Commission meeting is called to consider the requested By-Law changes and a vote is taken to place the matter on the Commission's next regular meeting agenda for further discussion and final decision. Or, the requested By-Laws change can be brought up at a regular meeting for discussion and a vote can be taken to set up a special meeting for final decision.
 - C. A majority vote of the Commission (as a whole) shall be required for submitting proposed amendments to the By-Laws.
 - D. Proposed By-Law amendments will be submitted to the Village Manager for review and coordination with the Mayor.
 - E. The Mayor has the authority to approve, amend, or reject proposed Commission By-Law amendments.

Article Seven: Overrule or Override Authority

1. An individual Commission member, or any group of individual Commission members, shall, under no circumstances, have the authority to overrule or override any subject matter that was discussed and/or voted on by the Commission as a whole.
2. The Commission as a whole, at a regular or special meeting, may by majority vote, overrule or override any prior decision made by a majority vote of the Commission.

Adoption and effective date of Planning & Zoning Commission By-Laws:

1. The foregoing Planning & Zoning Commission By-Laws shall be adopted by a majority vote of the Commission (as a whole) and shall be submitted to the Village Manager for review and coordination prior to submission to the Mayor for final determination.
2. The foregoing By-Laws shall become effective immediately upon Mayoral approval.

Approved and adopted January 2013