

BY- LAWS
Town of Bayfield Planning
Commission

I. INTRODUCTION

1. The name of this organization shall be the “Town of Bayfield Planning Commission”, hereafter referred to as the “Commission”.
2. The Commission is created for the purpose as stated herein and pursuant to CRS 31- 23- 202, and amendments thereto.
3. The provisions of these By-laws shall apply to and govern the Town of Bayfield Planning Commission.

II. PURPOSE

The purpose of the Commission shall be to take the lead in preparing the Town’s Master Plan. As the goals of the community change or circumstances in the town change, the Commission has the responsibility of updating the plans. The Commission must insure that each proposal made to the Commission meets the goals and the standards set out in the Land Use Codes.

III. PRINCIPAL OFFICE

The principal office of the Commission shall be Bayfield Town Hall, but meetings of the Commission may be held at such places in the Town of Bayfield or other places as the Commission shall direct.

IV. JURISDICTIONAL AREA

The territorial jurisdiction of any commission over the subdivision of land includes all land located within the legal boundaries of the municipality and, limited only to control with reference to a major street plan and not otherwise, also includes all land lying within three miles of the boundaries of the municipality not located in any other municipality. (C.R.S. 31-23-212)

V. MEMBERSHIP

1. The Bayfield Planning Commission shall consist of seven members, six of whom are appointed by the town Board after Commission recommendation. The Mayor shall serve as ex-officio member.
2. The town Board shall appoint a Trustee to serve as an ex-officio alternate in the event the Mayor is absent or unable to attend.
3. The Mayor or the ex-officio members shall have the same rights to make motions and vote as any other member.
4. All members shall be residents of the Town of Bayfield; if any member ceases to reside in the town, his/her membership will immediately terminate.
5. The term of each member shall be four years.
6. Member’s Duties: Each member shall have the responsibility of attending all regular and special meetings of the Commission in order that the Commission can conduct business in an effective, efficient, and responsible manner. Each member shall fulfill other duties and obligations as assigned by the Chairperson of the Commission. Unexcused absences for

more than three consecutive regular meetings by a member shall constitute grounds for dismissal from the Commission, provided that the requirements of the Municipal Code are met. Each member of the Commission who has knowledge of the fact that he/she will not be able to attend the scheduled meeting of the Commission shall notify the Chairperson of such, no less than twenty-four (24) hours prior to the meeting start time. Only the Chairperson of the Commission may authorize excused absences. The Clerk of the Commission will keep a record of attendance.

7. Vacancies: Vacancies occurring on the Commission shall be filled by recommendation from the Commission to the Board of Trustees for appointment, and such appointees shall complete the un-expired term
8. Reimbursement: Members of the Commission shall be reimbursed for transportation and actual expenses (up to, but not exceeding state or town policies for reimbursement) incurred while conducting Commission business. Members shall be reimbursed for allowable expenses incurred in attending or conducting Commission business. Members may be reimbursed for the actual expenses while attending conferences or meetings in another city, county or state, providing that (a) such conference or meeting is deemed necessary or beneficial by the Board of Trustees, (b) the conference or meeting deals with planning or related problems, and (c) there are sufficient funds available in the Commission appropriation.

VI. MEETINGS

1. Regular Meetings: The second Tuesday of each month, shall be the regular meeting of the Commission. The Chairperson of the Commission may cancel any regular meeting for which there is a lack of official business. All meetings of the Commission shall be open to the public.
2. Special Meetings: Special meetings may be called by the Chairperson or any two (2) members upon written request to the Town Manager. The Town Manager shall notify all members at least three (3) days in advance of a special meeting.
3. Annual meeting: The regular meeting held in October shall be known as the annual meeting, member term commence/finish, and such meeting shall provide for the election of officers, receiving annual report (if any) and reviewing committee functions (if any).
4. Time of meeting: The meeting time shall be agreed upon by consensus of the Commission members at a regular meeting in advance of a time change, unless a published Public Hearing time conflicts with such time change.
5. Remote Attendance: Members attending via remote video are permitted at no more than two meetings a calendar year, unless a public health order limits indoor capacity. Members seeking a waiver to the two meeting remote attendance limit shall request such waiver from the Chairperson no less than twenty-four (24) hours prior to the meeting start time. Only the Chairperson of the Commission may authorize remote waivers. All remote member attendance approved or waived shall be listed on the official record.
6. Quorum: Four or more members of the Commission on a seven (7) member Commission shall constitute a quorum.

7. Official Action: No action of the Commission is official unless authorized by a majority of the members of the Commission attending a regular or properly called special meeting. In the event that a quorum is not present or an “official action” by the Commission is not obtained, the members present shall consider all applications before the Commission and any action taken by the member’s present shall be forwarded to the Board of Trustees as an “unofficial action” with a copy of the draft minutes. Recommendation to the Board of Trustees can still be made under this “unofficial action.
8. Order of business: The order of business shall be as follows unless otherwise ordered by the Chairperson:
 - a. Opening Ceremony
 - b. Members disclose conflicts of interest
 - c. Public Hearing as necessary
 - d. Action Agenda
 - e. Discussion
 - f. Work Session
9. Rules of order:
 - a. The Commission shall conduct the meeting to ensure that meetings are fair, efficient, democratic and orderly. The chairperson shall allow all members and the public to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard.
 - b. The Commission can adopt official procedures and apply such procedures after posting for fifteen (15) days.

VII. VOTING PRIVILEGES

1. Voting right: Each member of the Commission shall have one (1) vote, and each member shall exercise his/her voting right in a manner specified by the Chairperson. Proxies shall not be allowed.
2. Conflict of interest: Any member of the Commission who shall feel that he/she has a conflict of interest on any matter that is on the Commission’s agenda shall immediately give notice of such conflict to the Commission, voluntarily excuse himself/herself, vacate his/her seat, and refrain from discussing and voting on such matters. At any time, the Commission may, by majority vote of the members present, disqualify any member from participating on any issue for which the Commission agrees that such member has a conflict of interest.

VIII. OFFICERS

1. Elected officers: The elected officers of the Commission shall be the Chairperson and Vice-Chairperson, who shall be elected at the annual meeting. The Commission may create and fill such other offices as it may determine.
2. Eligibility: Any member, except ex officio members, of the Commission may hold an elected office.

3. Duties of the Chairperson: The Chairperson shall have the usual executive power of supervision and management of the Commission. The Chairperson shall at a minimum:
 - a. Preside at all meetings of the Commission.
 - b. Call special meetings of the Commission in accordance with these By-laws.
 - c. Sign documents of the Commission.
 - d. See that all actions of the Commission are properly taken.
 - e. Appoint the Chairperson and members of all committees as are necessary to conduct Commission business.
 - f. Be the public representative of the Commission.
4. Duties of the Vice-Chairperson: During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all duties and be subject to all responsibilities of the Chairperson.
5. Terms of office: All elective officers shall be for one (1) year with eligibility for re- election. The term shall commence to run following the annual meeting.
6. Vacancies: The Vice-Chairperson shall succeed the Chairperson if the Chairperson vacates his/her office before his/her term is completed. The Vice-Chairperson shall serve for the un-expired term. The Commission shall appoint a member of the Commission to fill any un-expired term for the Office of Vice-Chairperson.
7. Clerk of the Commission: The Commission, in conjunction with the Town Manager shall designate the official Clerk of the Commission. The Clerk of the Commission shall at a minimum:
 - a. Keep the minutes of the Commission in an appropriate manner.
 - b. Give or serve all notices required by law or the By-laws.
 - c. Prepare and distribute the agenda for all meetings of the Commission.
 - d. Be custodian of all Commission business.
 - e. Inform the Commission of correspondence relating to Commission business and attend to such correspondence.

IX. COMMITTEES

The Chairperson may appoint members of the Commission to various committees as is necessary to conduct Commission business.

X. FINANCIAL ADMINISTRATION

Authority to expend money: The Commission shall have the authority to expend, under regular Town procedures, as provided by law, all monies appropriated to it for purposes and activities authorized by CRS 31-23-204 and the Bayfield Board of Trustees.

XI. AMENDMENTS

These By-laws may be amended at any meeting of the Commission by official action, provided that notice of proposed amendments is given to each member in writing at least two (2) weeks prior to said meeting. Amendment of these By-laws shall require an affirmative two-thirds majority vote of the members present and voting.