

## BYLAWS

### COTTAGE GROVE COMPREHENSIVE PLANNING ADVISORY COMMITTEE

#### PURPOSE AND FUNCTIONS

##### Section 1. Purpose

- A. Serve the citizen advisory role in reevaluation of the Cottage Grove Comprehensive Plan.
- B. Assist the City Council in developing, implementing and evaluating the citizen involvement program for land use planning in Cottage Grove.
- C. Review or initiate changes, amendments, or additional Plan elements for consideration by the City of Cottage Grove.
- D. Other responsibilities as may be determined to be appropriate.

##### Section 2. Functions

- A. Annually review the Cottage Grove Comprehensive Plan and report to the City Council the status of the Plan; suggesting such changes, amendments, additional Plan elements, or studies as felt to be necessary.

## MEMBERSHIP

##### Section 1. Membership

The Committee shall have not less than 10 members broadly representing geographic areas, interests related to land use and land use decisions, socio-economic, ethnic, professional-technical and citizens groups.

##### Section 2. Appointment and Filling Vacancies

- A. The members of the Committee are:
  1. Six citizens appointed by the Mayor who reside in the Cottage Grove City Limits with the exception of two members who may reside outside the City limits, but inside the designated Comprehensive Plan Urban Service Boundary or own property inside the designated Comprehensive Plan Urban Service Boundary.
  2. The seven members of the Cottage Grove Planning Commission.
- B. Vacancies on the Committee shall be filled by:
  1. The City of Cottage Grove, City Council, Commission, and Committee Appointment Process (Resolution No. 566).

Section 3.        Tenure

- A.    The tenure of the Committee members shall be four years from the date of appointment.

Section 4.        Ex officio Members

Ex officio members of the Committee shall be the City Manager, the Director of Public Works, and the City Planner or their designees. Other ex officio members may be appointed to the Committee by the City Council.

Section 5.        Voting

- A.    Each member of the Committee shall be entitled to one vote on all issues presented at regular or special meetings at which the member is present.
- B.    Issues may be reexamined and revoted at the request of one-fourth of the members attending a meeting.
- C.    Votes will be made at the end of each meeting on issues covered during the meeting.
- D.    The final Comprehensive Planning Amendment Report shall be subject to a final ratification by the Comprehensive Planning Committee members prior to forwarding to the City Council for approval.
- E.    An ex officio member shall have no vote.

MEETING OF THE COMMITTEE

Section 1.        Regular Meeting

- A.    The Committee shall establish the time and place for holding of regular bi-monthly meetings; special meetings may be held as necessary.
- B.    All meetings are open to the public.

Section 2.        Special Meetings

- A.    Special meetings of the Committee may be called by the Chairman, Vice-Chairman, or a majority of the Committee.
- B.    The person or persons calling such meetings shall fix the time and place for the holdings of such meetings.

Section 3.        Notice of Meetings

A list of all meetings, time, and place for the current calendar year shall be given to all members and ex officio members and published in a newspaper of general circulation in the Cottage Grove area.

#### Section 4.      Conduct of Meetings

- A. A practical quorum shall consist of 6 members. Official action of the Committee shall be taken only when a quorum is present, except final action shall require a majority of all voting members present. Those members present at any regular meeting may, at the discretion of the Chairman, serve as a subcommittee with such subcommittee recommendations to be ratified at the next regular meeting.
- B. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.
- C. All meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise provided herein.
- D. Meetings shall have a prepared agenda and will start and end at 7:30 p.m. and 9:30 p.m., respectively, except as otherwise provided herein.
- E. An attempt to end each meeting with a recap and statement of consensus or decisions will be made.
- F. There will be opportunity for review.

#### OFFICERS AND DUTIES

##### Section 1.

- A. The Chairman of the Committee shall be elected by the voting membership in January of each year.
- B. The Vice-Chairman shall be elected by the voting membership in January of each year.
- C. Both the Chairman and Vice-Chairman may serve one or more terms, which may be consecutive.

##### Section 2.

Officers shall hold office for a period of one year beginning on the first of January each year.

##### Section 3.      Duties

- A. The Chairman shall preside at all meetings; the Chairman is entitled to vote on all issues.
- B. The Vice-Chairman shall perform all duties of the Chairman in his absence; the Vice-Chairman is entitled to vote on all issues.
- C. The Chairman and Vice-Chairman shall sit on the Selection Committee when appointments are being made to the Comprehensive Plan Advisory Committee.

Section 4.        Recording Secretary

A member of the staff to the City of Cottage Grove shall be responsible for maintaining minutes of all meetings and be custodian of all Committee records.

SUBCOMMITTEES

Section 1.        Subcommittees

- A.    Subcommittees as needed shall be appointed by the chairman.
- B.    The members of the subcommittee shall serve until the work of the Committee is completed or until their successors have been elected or appointed.
- C.    Members on all subcommittees may be, but need not be, members of the full Committee; except that at least one member of each subcommittee shall be a voting Committee member.
- D.    The ex officio members shall serve as non-voting members of all the subcommittees.
- E.    The Committee by majority vote may dissolve subcommittees or remove individual [pro tem] subcommittee members with or without cause.

Section 2.        Subcommittee Officers

Each subcommittee shall have a Chairman appointed by the Chairman of the Cottage Grove Comprehensive Plan Advisory Committee.

Section 3.        Subcommittee Meetings

Meetings of each subcommittee may be called by the Chairman or Vice-Chairman of such subcommittee. Notice of such meeting shall be given to all subcommittee members at least two days prior to such meeting. A majority of the members of each subcommittee shall constitute a quorum and an act of the majority of the quorum present at the subcommittee shall constitute the act of such subcommittee.

REMOVAL OF MEMBERS

Section 1.

- A.    A member may not have more than two consecutive unexcused absences and not more than six total unexcused absences in one calendar year. An unexcused absence occurs when a member does not notify the Recording Secretary, in advance, of his absence.
- B.    The Committee may recommend to the City Council replacement of a member who fails to submit his resignation under the conditions specified in Part A of this Section of the Bylaws.

AMENDMENTS TO BYLAWS

Section 1.

These bylaws may be amended or repealed or new bylaws may be adopted by a majority vote of the members of the Committee present at any regular or special meeting called for that purpose at which a quorum is present. Written notice of such proposed amendment and the nature thereof shall have been given to the membership of the Committee at least seven days prior to the date of the meeting at which the amendments are to be considered.

Section 2.

All such amendments to these bylaws after approval by the Committee will become effective upon ratification of the City Council.


PASSED BY THE COMPREHENSIVE PLAN ADVISORY COMMITTEE THIS 21st DAY OF  
August, 1985.

ATTEST:

APPROVED:



Recording Secretary



Chairman

RATIFIED BY CITY COUNCIL ON AUGUST 26, 1985.