

**BEAVERHEAD COUNTY
PLANNING BOARD BYLAWS
AMENDED
SEPTEMBER 2000
MAY 2009**

I. Charter

The Resolution creating the Beaverhead County Planning Board, hereinafter BCPB, was passed by the Beaverhead County Commissioners, hereinafter BCC, on September 12, 1994.

II. Purpose

The objective of the BCPB is to enable units of local government within Beaverhead County to cooperate in promoting quality of life and healthy environment through the orderly development of those units and their environs by planning for the improvement of the present health, safety, convenience and welfare of their citizens and the future development of their communities to the ends that transportation systems are carefully planned; that new community centers grow only with adequate facilities, transportation, utility , health, education and recreation; that the needs of agriculture, industry and business be recognized in future growth; that residential areas provide healthy surroundings for family life; and that the growth of the community be commensurate with the promotion of the efficient and economical use of public funds.

III. Membership

The Beaverhead County Planning Board shall consist of nine (9) members appointed by the Beaverhead County Commissioners. At least one (1) member of the BCPB shall be a member of the governing board of a conservation district or a state cooperative grazing district.

IV. Powers and Duties

The Beaverhead County Planning Board shall have the power and duty to:

- A. Exercise general supervision of and make regulations for the administration of the affairs of the board.
- B. Prescribe uniform rules pertaining to investigations and hearings.

- C. Keep an accurate and complete record of all departmental proceedings, record and file all bonds and contracts, and assume responsibility for the custody and preservation of all papers and documents of the board.
- D. Make recommendations and an annual report to the Beaverhead County Commissioners concerning the operation of the board and the status of planning within Beaverhead County.
- E. Prepare, publish and distribute reports, proposed ordinances and proposed resolutions, and other material relating to their activities.

V. Compensation

- A. The members of planning boards shall receive no salary for serving on the planning board but will be reimbursed for actual expenses for attending planning board meetings.
- B. If the BCPB determines that it is necessary to have a member attend a state, regional or national conference, actual expenses for such attendance will be authorized.

VI. Officers

At its first regular meeting in each year, the Beaverhead County Planning Board shall elect from its members a president and vice-president. The vice-president shall have authority to act as president of the board during the absence or disability of the president.

VII. Meetings

- A. The BCPB shall fix the time for holding regular meetings, but shall meet at least once in the months of January, April, July, and October.
- B. Special meetings of the board may be called by the president or by two members upon written request to the secretary. The secretary shall send to all members, at least two (2) days in advance of a special meeting, a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if the time of the special meeting has been fixed in a regular meeting or if all members are present at the special meeting.
- C. A majority of all members shall constitute a quorum.
- D. No action of the BCPB is official, however, unless authorized by a majority of members of the board at a regular or properly called special meeting.

VIII. Public Hearings

- A. Notice – The Board shall hold Public Hearings as they see fit with appropriate notice in the media.
- B. Procedures for Public Hearings:
 - 1. The Chairman of the Board or his designee shall preside at all Public Hearings.
 - 2. Minutes, both recorded and written shall be kept of all public Hearings.
 - 3. A summary of the question or issue shall be stated by the Chairman at the beginning of the meeting. Contents of the meeting shall be limited to the subject as stated. The conduct of the Public Hearing shall be according to Board rules. The Expectations of the Planning Board and General Public at Planning Board Meeting and Hearings policy that has been adopted by the Board will be used for guidance.
 - 4. The Chairman of the Public Hearing shall assure an orderly hearing. The Chairman may call a recess or terminate the hearing if appropriate.
 - 5. All questions and comments must be directed through and the speaker recognized by the Chairman.
 - 6. All persons recognized by the Chairman shall give their name and address, and if appropriate, the person, firm or organization they represent.
 - 7. Any prepared statement referred to by speakers must be given to the Chairman.
 - 8. If the Public Hearing concerns a subdivision, the owner or representative must be in attendance for the topic to be discussed.
 - 9. Members of the Board, after recognition by the Chairman, may question any person who testifies AFTER testimony by both sides has been completed.
 - 10. The Chairman shall declare the meeting closed after testimony is completed.
 - 11. The purpose of the Public Hearing is to hear testimony. No action shall be taken concerning the topic of the hearing, or any other topic, during the meeting.

IX. Conflict of Interest

- A. Disclosure – Any member must disclose any possible conflict of interest prior to the discussion of any topic at any meeting.

- B. Recusion – Any member must recuse himself or herself from voting on any topic where they may have a conflict of interest.
- C. Vote to Recuse – The Board, by majority vote, may recuse any member from discussing or voting on a topic where they are felt to have a conflict of interest.

X. Committees

The Chairman shall appoint such committees as are necessary for carrying out the business of the Board. All committees appointed shall be disbanded when their work is completed or they fail to progress with work on the topic assigned.

- A. Committee Reports – All committees shall report back to the Board on the completion of their business with a written document. The Chairman may stipulate a time limit for the completion of their investigation and submission of the report.
- B. Membership – Members shall be appointed to the committee by the Chairman. Any other member of the Board may attend meetings of the committee as members of the public.

XI. Method of Conducting Meetings of the Beaverhead County Planning Board.

Roberts Rules of Order, Revised, shall govern the Board in all parliamentary procedures of all meetings where applicable. A parliamentarian shall be designated to advise the Chairman in the interpretation of Robert’s Rules of Order, Revised.

XII. Legal Assistance

Legal Assistance may be provided by the Beaverhead County Attorney as directed by the Beaverhead County Commissioners.

XIII. Bylaw Amendments

Bylaw Amendments may be presented by any member of the Board at a regular meeting. Action on a proposed Bylaw Amendment may be taken upon the reading of a proposal at the second regular meeting. Approval of said proposal must be by two-thirds (2/3) majority of the members present at the meeting where action is scheduled.

