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## Staff Report to the Plan Commission

Plan Commission Bylaws – Attendance Policy

Prepared: July 12, 2024

### TITLE & SUMMARY

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**Project:** 2024-0562 – Plan Commission Bylaws – Attendance Policy

**Purpose:** To review, discuss, and support the Plan Commission attendance policy codified in the Village Code.

### SUMMARY & BACKGROUND

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On August 7, 1995, Ordinance 2768 established/updated the expectations of the Plan Commission regarding membership, term, removal, and compensation. The regulations can be found in Section 2-9-1 of the Village Code:

*The membership of, term of office on, appointment to, and removal from the Plan Commission, established by the Village's Land Development Code, and the filling of vacancies thereon, shall be as follows:*

- 1. The Plan Commission shall be composed of seven (7) members to be appointed by the President with the advice and consent of the Board of Trustees. Members of the Board of Trustees may submit names of candidates to the President.*
- 2. Members may be removed for cause prior to the expiration of their term of appointment by a majority vote of the Board of Trustees.*
- 3. All members shall serve terms of one (1) year. Members may serve more than one term. All terms shall commence on the first Monday in June and expire on the first Monday of the following June.*
- 4. Members shall be compensated in a manner as may be authorized by the Board of Trustees.*
- 5. The President and the Board of Trustees shall appoint, with the advice and consent of the Board of Trustees, one of the members as Chairman and one as Vice-Chairman. In making such appointment, the President may consider the recommendations of the Plan Commission. In the absence of the Chairman, the Vice-Chairman shall act as Chairman and shall have all powers of the Chairman.*
- 6. The presiding officer of any meeting of the Commission shall administer oaths, shall be in charge of all proceedings before the Commission, and shall take such actions as shall*

*be necessary to preserve order and the integrity of all proceedings before the Commission.*

- 7. If any member of the Commission shall fail to attend three (3) regular meetings of the Commission within any three-month period, without reasonable excuse, such failure shall constitute sufficient grounds for termination of the member's appointment. The Chairman or the Vice-Chairman, as the case may be, shall immediately file a notification of such non-attendance with the Village Clerk for placement on the agenda of the Board of Trustees, and the Board shall, after notification to the Plan Commission member, by appropriate action, consider whether to terminate the appointment of such person. If the decision of the Board is to terminate the person, the vacancy thereby created shall be filled, for the remainder of the term, as soon as practicable.*

## **PLANNING DISCUSSION**

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Ordinance 2768 established language for the Village Code and not the Land Development Code regarding Plan Commission membership, term, removal, and compensation. A summary of the attendance-related expectations of the Plan Commission:

- The Plan Commission is 7 members. A quorum is 4 members.
- Each Commissioner's term is for 1 year, starting the first Monday of each June.
- The Board of Trustees appoints the Chairman and Vice-Chairman.
- The presiding officer is the Chairman, or the Vice-Chairman in his/her absence.
- If a commissioner fails to attend 3 regular meetings within any 3-month period without reasonable excuse, the member's term could be terminated by recommendation of the Chairman or Vice-Chairman to the Board of Trustees for consideration and possible termination.

At the March 19, 2024, Plan Commission meeting, the members supported a policy that allows electronic participation by Plan Commission members based on certain criteria, including a minimum of 4 members (a quorum) must attend the meeting in-person, the members participating by electronic means must publicly state the reason for not being physically present at the meeting, and all discussion and testimony must be heard by all members.

Between existing regulations and a recent electronic participation policy, staff members believe these items sufficiently communicate attendance expectations.

## **STAFF RECOMMENDED ACTION**

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Regarding Case Number 2024-0562, Staff recommends the Plan Commission adopt "Plan Commission Bylaws – Attendance Policy", as discussed at this Plan Commission meeting and within the Staff Report dated July 12, 2024.

### **Recommended Motion**

Regarding Case Number 2024-0562, also known as Plan Commission Bylaws – Attendance Policy, I move to approve the Staff Recommended Action as presented in the Staff Report to the Plan Commission for this case.