

CITY OF CRYSTAL PLANNING COMMISSION BY-LAWS

ARTICLE I. MISSION STATEMENT

The role of the Crystal Planning Commission is to serve the City Council and citizens of Crystal by formulating recommendations in land use matters and by devoting the time necessary to listen to fact, to consider public input and to render decisions in an objective manner. To be successful in this role, Planning Commissioners acknowledge and honor these values:

- **Open-mindedness:** Decisions are made free from prejudice or bias; Commissioners are receptive of new ideas and to reason.
- **Respect:** Commissioners listen to and show respect for the opinions and positions of fellow Commissioners as well as those who come before the Commission.
- **Equal treatment:** Everyone appearing before the Commission has the same privileges, status and rights.
- **Attack the problem, not the person:** Personal attacks are not tolerated, but honest and informed debate is encouraged.
- **Offer and accept constructive criticism:** Constructive comments are to be encouraged and welcomed; unfavorable judgments that find fault and fix responsibility are not.
- **Responsibility to the City of Crystal:** The best interests of the city of Crystal are paramount and rise above parochial interests.
- **Shared responsibility:** The Commission as a whole bears the responsibility for decisions and recommendations that are made.

ARTICLE II. ORGANIZATION

A. Election of Officers

The officers of the Commission shall be elected by the members of the Commission at the first meeting each year. Officers shall serve for a period of one year, commencing with the first meeting of each year. The term of office for each Officer is one year.

B. Officers

The officers of the Commission shall be a Chairperson, Vice Chairperson, and Second Vice Chairperson.

C. City staff liaison

There shall be a city staff liaison who is not a member of the Commission.

D. Duties

1. The Chairperson shall preside at all meetings of the Commission, shall have such powers of the supervision and management as may pertain to the office of the Chairperson.
2. The Vice Chairperson shall preside and perform all duties of the Chairperson in the event of the Chairperson's absence, disqualification or disability.
3. The Second Vice Chairperson shall preside and perform all duties of the Chairperson in the event of both the Chairperson's and Vice Chairperson's absence, disqualification, or disability.
4. The city staff liaison shall keep the minutes of all meetings and all records of the Commission. Minutes of the meetings shall be mailed or delivered to all Commission members and shall include the notice and agenda for the next regular meeting. The liaison shall notify all members of any special meeting of the Commission.
5. It shall be the duty of each member to notify the city staff liaison if such meeting cannot be attended. The liaison will then notify the chairperson of such absences.

D. Task Force

Task forces shall be formed when deemed necessary by the Chairperson. Such Task Forces shall consist of a leader, who shall be a member of the Commission, and any number of people, members or non-members, the leader deems necessary to successfully complete the task. The Chairperson shall appoint the leader of any Task Force, keeping in mind the interests of individual members. The Chairperson and Vice Chairperson shall be ex officio members of any Task Force formed.

ARTICLE III. MEETINGS

- A. The Commission shall hold a minimum of twelve regular monthly meetings on the second Monday of each month at 7:00 p.m., unless otherwise set by the Commission at the January meeting of each year. In addition, the date and time for any one monthly meeting may be changed by a majority vote of the quorum. Meetings may be cancelled if there are no scheduled public hearings.
- B. Quorum, consisting of a majority of the members of the Commission, shall be sufficient to transact the business of the Commission.
- C. The Commission may hold special meetings to complete or initiate business at the call of the Chairperson, or upon the request of three members of the Commission.
- D. The roll shall be called at each meeting and a record of those members present or absent shall also be recorded in the minutes of such meeting.

E. The order of business will be as follows:

Call to Order
Approval of Minutes
Public Hearings
Old Business
New Business
General Information
Open Forum
Adjournment

ARTICLE IV. ATTENDANCE

Attendance is required at all meetings. Absence from more than three regular meetings in a calendar year is not considered acceptable because it impairs the Commission's ability to fulfill its responsibilities to the community. For this reason, upon a Commissioner's fourth absence from a regular meeting within a calendar year, the Chairperson shall notify the Mayor of such absences and the City Council may take action to remove the Commissioner.

ARTICLE V. GENERAL PROVISIONS

No member of the Commission shall be authorized to speak on behalf of the Commission publicly until the Commission has first considered and approved such statements. The City Council or City Manager shall be notified in advance of the nature of any public statement of official policy concerning the Commission.

ARTICLE VI. AMENDMENTS

These rules and procedures may be amended by the city council after a majority of the membership makes a recommendation for an amendment. Notice of the proposed amendments shall be mailed to all members of the Commission by the city staff liaison prior to the meeting at which the amendments are to be voted upon. Any member of the Commission may, in writing, propose amendments to these rules and procedures.