

BY-LAWS
CROOK COUNTY LAND USE PLANNING AND ZONING COMMISSION
Amended 10-11-05

ARTICLE I - NAME/PURPOSE

1.1 The name of this commission shall be the Crook County Land Use Planning and Zoning Commission. The business records and affairs of the Crook County Land Use Planning and Zoning Commission shall be managed by a Board of Members. Meetings shall be open to the public pursuant of W.S. 16-4-401 et. seq.

1.2 The primary purpose of the Crook County Land Use Planning and Zoning Commission is to develop a Land Use Plan that represents the interest of Crook County in the unincorporated areas of Crook County. In compliance with W.S. 18-5-201 to 208, the Commission may:

- a. Prepare and amend a comprehensive plan including zoning for promoting the public safety, health, morals, and general welfare of the unincorporated areas of the county and certify the plan to the Board of Crook County Commissioners;
- b. Prepare recommendations to effectuate the planning and zoning purposes and certify its recommendations to the Board of County Commissioners;
- c. Assist in coordinating the adopted comprehensive plan with federal regional forest and other resource management plans as provided in the Federal Land Policy and Management Act of 1976.

1.3 The Commission will function with five (5) members on the Commission, three (3) of which shall be from the unincorporated area of the County. There will be a minimum of three members on each Sub-committee.

1.4 Members of the Commission will strive to identify and recruit the best qualified applicants to become future members and make such recommendations to the Board of Crook County Commissioners.

1.5 Commission members must be approved and appointed by the Board of Crook County Commissioners.

1.6 Sub-committee members are approved and appointed by the Commission members.

ARTICLE II - VOTING

2.1 At all meetings of the Commission, the five (5) members are entitled to vote in person. If not present, no proxy or other representative can vote on the members' behalf.

2.2 At any duly announced regular or special meeting, the number of members required to make a quorum for the transaction of business will be three (3) members. The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Crook County Land Use Planning and Zoning Commission.

ARTICLE III - MEETINGS

3.1 Regular meetings are scheduled to be held the first Monday following the meetings of the Board of Crook County Commissioners at the Crook County Courthouse. Hence, regular meetings are usually held the second Monday of each month, unless otherwise designated by the members at least 15 days prior to the meeting.

3.2 Meetings shall be held at such time as the members direct, usually monthly, but not less than one per year.

3.3 At least three (3) members may, upon proper notice, call a special meeting.

3.4 At least three (3) members of a Sub-committee may, upon proper notice, call a special Sub-committee meeting.

3.5 Written notice of any Sub-committee vacancy shall be given in order that Commission members may be made aware of the possible need to fill said vacancy.

3.6 Public hearings on official documents shall follow open meeting laws according to State Statutes.

3.7 Emergency meetings may be called following the 48-hour emergency meeting procedure according to State Statutes.

ARTICLE IV - OFFICERS

4.1 There will be positions of Chair and Vice-Chair. These positions must be held by members of the Commission. These positions are elected by fellow members of the Commission and voted upon according to Robert's Rules of Order.

4.2 Regular Commission appointments are made at the June Board of Crook County Commissioners meeting, to take effect July 1st. Elections are held by the Commission the first meeting after the July Board of Crook County Commissioners meeting.

4.3 Officer vacancies shall be filled by the remaining members on the Commission to fill the remaining unexpired term(s) caused by a vacancy.

4.4 Members of the Commission shall not receive salary for their services but, by resolution of the Commission and approval by the Board of Crook County Commissioners, expenses may be paid for attendance at any meeting of the Commission or at any Sub-committee meetings, or any special meetings a member or Sub-committee member or special appointed committee member may be directed to attend.

4.5 Subject at all times to the control and direction of the Commission, each officer shall have and exercise the powers and duties assigned to his/her office, according to Robert's Rules of Order or W.S. 18-5-201 to 208.

4.6 The Chair shall lead all Commission meetings. When absent, the Vice-Chair shall assume this role.

4.7 Secretary is automatically the County Clerk, according to W.S. 18-5-202(a).

ARTICLE V - POWERS OF THE COMMISSION

5.1 Subject to the limitations of the BY-LAWS, all business affairs of the Commission shall be done without prejudice.

5.2 It is expressly declared that the Commission shall have the following powers:

- A) To conduct, manage and control the affairs and business of the Commission, and to make rules and regulations not inconsistent with the BY-LAWS for the guidance of its officers, the conduct of its members, and the management of its affairs.
- B) To appoint Sub-committees or special committees as deemed necessary.
- C) To appoint the Chair of each Sub-committee (specifically, a function of the Commission Chair).
- D) To enter numbers, maximum and minimum, for general range of Sub-committees and special committees.

ARTICLE VI - MANAGEMENT

6.1 The Commission Chair shall render (monthly) written or oral reports as to the activities and affairs of the Commission to the Board of Crook County Commissioners.

6.2 Secretarial reports/minutes of the Commission meetings shall be available within two (2) weeks after the meeting. These records may be inspected by the public pursuant to the Wyoming Public Records Act, W.S. 16-4-201 et. Seq., at the County Clerk's office.

ARTICLE VII - INDEMNIFICATION OF COMMISSION AND SUB-COMMITTEE

7.1 The Commission, insofar as permitted by law, may indemnify any and all of its current and/or former members, officers, administrators, employees, and/or Sub-committee members against any liabilities arising, and in connection therewith, expenses actually and necessarily incurred by them, including attorney's fees, with the defense of any claim, action, civil suit or proceedings which they or any of them are made parties or a party, by reason of being or having been such member, officer, administrator, employee, or Sub-committee member.

ARTICLE VIII - BOOKS AND RECORDS

8.1 The Commission shall keep minutes of the proceedings of all its Commission meetings.

8.2 The minutes shall be filed and remain on record according to the State Archives Retention Schedule.

ARTICLE IX - AMENDMENTS TO BY-LAWS

9.1 These BY-LAWS may be altered, amended or repealed, and new BY-LAWS may be adopted, at any regular meeting, after two readings during regular business meetings of the members, or at any special meeting, by two-thirds (2/3) vote of a quorum at said meeting. Notice of any proposed alteration, amendment or repeal of these BY-LAWS shall be delivered personally or sent by mail to each individual on the Commission and Sub-committee, at the address shown by the records of the Commission.

ARTICLE X - ORDER OF BUSINESS

10.1 The Commission shall operate under the current Robert's Rules of Order.

KNOW ALL MEN BY THESE PRESENTS, that the foregoing BY-LAWS were adopted as the BY-LAWS of the Crook County Land Use Planning and Zoning Commission by resolution of the Commission on November 8, 2005.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the seal of the corporation the 8 day of Nov., 20 05.

SEAL _____

Commission:

Ralph D. Hobson
Chair

Rosalee Stewart
Vice-Chair

Connie J. Ischetter
Secretary, Crook County Clerk

