



PLANNING COMMISSION  
of the  
COUNTY OF EL DORADO  
**BYLAWS**

## AUTHORITY AND DEFINITIONS

The following Bylaws of the Planning Commission of the County of El Dorado, hereinafter referred to as the Commission, are hereby adopted pursuant to Section 65102 of the Government Code of the State of California and Section 2.20.650 of the El Dorado County Code.

## OFFICE

The principal office of the Commission shall be at the El Dorado County Government Center, 2850 Fairlane Court, Placerville, California.

## MEETINGS

- a. Regular meetings of the Commission shall be held at the principal office of the Commission, starting at 9:00 a.m. on the second and the fourth Thursday of each month. When this falls on a legal holiday, the meeting shall be held at a date set at least 30 days in advance by a majority of the Commission unless cancelled.
- b. Special meetings of the Commission may be called by the Chair or any three members of the Commission by notifying the Executive Secretary, stating the purpose, time, and place of the meeting at least 96 hours before the time set forth. The Executive Secretary shall thereupon notify each member of the purpose, time, and place of the meeting at least 72 hours before the time of the meeting. An agenda

of said meeting shall be posted at least 72 hours prior to the meeting, and notice of a special meeting shall also be given to the news media.

- c. Meetings may be adjourned to another time and place by the Chair with majority concurrence. The Chair shall give public notice of the time and place during the meeting so adjourned.
- d. Regularly scheduled meetings may be canceled by the Chair or any three members of the Commission when the Executive Secretary certifies that tentatively scheduled agenda items require additional review and research, or no new agenda items are available for substitution. Notice of cancellation shall be published immediately after the determination.

## OFFICERS

- a. The officers of the Commission shall consist of a Chair, First Vice Chair, Second Vice Chair, and an Executive Secretary.
- b. The Chair, First Vice Chair, and Second Vice Chair shall be elected for a one-year term from and by the voting members of the Commission at the second regular meeting in January of each year and shall take office at the next regular meeting. Vacancies shall be filled in the same manner at the first meeting immediately following the time the vacancy occurs.
- c. The Chair shall act as the presiding officer at all meetings of the Commission.
- d. The Chair shall work with the Executive Secretary to coordinate the development of Planning Commission agendas and approve the meeting agenda before publication.
- e. In the absence of the Chair, the First Vice Chair shall preside and exercise all the duties of the Chair. In the absence of both the Chair and First Vice Chair, the Second Vice Chair shall act as Chair until the return of the Chair or First Vice Chair.
- f. Commission members may address the Board of Supervisors, EDC staff, commissions, and committees on matters requiring further clarification or items impacting his/her district.
- g. Each Planning Commission member is responsible for coordinating with his/her appointing Board of Supervisors member.

- h. The Planning and Building Department Director shall be ex-officio Executive Secretary of the Commission. The Executive Secretary shall be responsible for the preparation and publication of an agenda and for the keeping of minutes, and shall deliver, correspondence, reports, and other matters on behalf of the Commission. The Executive Secretary will sign the claims for expenses of the Commission.
- i. A presentative from the Office of General Counsel is a resource for Commission members and during public hearings to provide advice on legal or statutory matters.

## SPECIAL ASSIGNMENTS AND COMMITTEES

- a. The Chair, working in coordination with the Commission, may establish special research and review assignments or committees on an Ad Hoc or Standing basis. The purpose, scope, limitations, and other requirements must be defined and approved in advance.
- b. Committee or special assignments may include members of the Commission, EDC staff, public representatives, and others involved in planning and building planning. In conformance with the Brown Act, no more than two members of the Commission may participate in the special research and review activities.
- c. Assignments and committees may not examine or report on individual development projects or pending applications.
- d. Findings and reports of special research and review must be filed with the Executive Secretary and Chair as a proposed future agenda item. Disclosure may occur only during a regular Commission meeting as an approved agenda item.

## PROCEDURES

- a. Meetings shall be conducted in such manner as the Chair directs within the rules herein set forth and any regularly adopted agenda therefore.
- b. A majority of the Commission shall constitute a quorum for the transaction of business. Majority shall mean three or more members of the total Commission membership of five members. The only action which can be taken at a meeting attended by less than a quorum is to adjourn the meeting to a certain day and time or indefinitely.
- c. To be passed, all motions and resolutions must receive the affirmative votes of no less than the majority of the Commission unless otherwise required by law.

- d. Members of the Commission who are unable to attend a meeting shall, if possible, to inform the Chair, Executive Secretary, or Clerk in advance of said meeting in order to determine a quorum in advance.
- e. Voting shall be by roll call. Except on hearing items, the Chair may elect to call for "all in favor" or "any opposed" verbal vote. All officers of the Commission, except for the Executive Secretary, shall be able to vote.
- f. Any person desiring to appear before the Commission, except at public hearings, may have the matter placed on the Commission's agenda, stating the name of the party and the purpose of the appearance. The matter will be considered during Public Forum, pursuant to procedures adopted by the Board of Supervisors.
- g. Any question of procedure not governed by the rules herein set forth, shall be decided in accordance with the latest revised edition of Rosenberg's Rules of Order.
- h. The Commission, by motion, may suspend or vary the application of these rules with regard to any proceedings or to any particular problem before the Commission.
- i. The agenda of all upcoming Planning Commission will be coordinated with the Chair prior to being published for the public.
- j. By majority vote of the Planning Commission, the Commission may agendize items through the Resolution of Intention process (used for hearing items, i.e., rezoning initiated by the Commission, ordinance amendments initiated by the Commission, etc.).
- k. Any Commissioner may request the addition of a future agenda item to the Executive Secretary.. The Executive Secretary should review the request based on the scope, nature, and staff workload required to bring the item forward completely and accurately. Should the Executive Secretary decline to honor the request, the Commission may invoke Section 6(j) of these bylaws.
- l. By majority vote of the Planning Commission, items discussed during Public Forum may be agendized for further discussion and/or action. These items will be placed on the next available agenda.
- m. The Chair may appoint a representative member of the Commission to represent the Commission at appeal proceedings before the Board of Supervisors. Each member of the Commission may represent the interests of his/or her District at appeal proceedings before the Board of Supervisors.

- n. The Chair may appoint a representative member of the Commission to represent the Commission in proceedings before the Board of Supervisors involving its recommendations or actions. Each member of the Commission may represent the interests of his/or her District in proceedings before the Board of Supervisors involving its recommendations or actions.
- o. The Commission relies on the assumption that agenda items and descriptions, EDC staff presentations, reports, findings, and support materials are accurate, complete, and comply with statutes and code. Disclosure of significant new or contradictory information may be grounds for a motion to reconsider the agenda item.
- p. The Commission relies on the assumption that information entered into the public records is accurate, complete, and comply with statutes and code. This includes testimony in public sessions, presentations, reports, and other materials offered by project applicants, governmental representatives, qualified experts, interest groups, the general public, and other persons or entities. Subsequent disclosure of significant new or contradictory information may be grounds for a motion to reconsider the agenda item and actions taken by the Commission.
- q. The Commission may repeal, amend, or add to these rules by resolution.

Adopted by the Planning Commission  
of the County of El Dorado on March  
26, 1970

Amended on: December 28, 1976  
March 1971  
March 14, 1978  
March 31, 1981  
April 30, 1996  
October 11, 2016  
September 10, 2019  
March \_\_\_, 2025

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Chair, Planning Commission

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Commission Executive Secretary

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