



## PLANNING COMMISSION

of the

## COUNTY OF EL DORADO BYLAWS

### 1. 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.

### 2. OFFICE

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

### 3. 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 in accordance with the procedures of the Brown Act.
- 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. If no members of the Commission are present, the Executive Secretary may adjourn the meeting. Meetings may be cancelled by the Executive Secretary if there are no items for Commission review by posting a notice of cancellation under the provisions of Government Code Section 54955.

4. 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. 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.
- e. 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.

5. 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, so 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, excepting the Executive Secretary, shall be able to so vote. Any Commissioner voting in the minority on an item may request that their rationale be included in the meeting minutes and conveyed to the Board of Supervisors

- f. Any Commissioner may request that the Executive Secretary place a proposed agenda item before the Commission for a majority vote on agendaizing for a future meeting.
- 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 meetings will be discussed with the Chair prior to being published for the public.
- j. By majority vote of the Planning Commission, the Commission may agendaize 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. By majority vote of the Planning Commission, items discussed during Public Forum may be agendaized for further discussion and/or action. These items will be placed on the next available agenda. If an item agendaized under section 5(f),(j), or (k) may impact staff resources, the Commission shall seek Board of Supervisors approval before proceeding.
- l. The Commission may repeal, amend, or add to these rules by request to the Board of Supervisors.

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  
May 12, 2026