

*Nance County, Nebraska*

*Planning Commission  
Bylaws*

Adopted by  
Nance County, Nebraska

November 17, 1997

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**NANCE COUNTY, NEBRASKA  
PLANNING COMMISSION  
BYLAWS**

**ARTICLE I. OBJECTIVES**

The objectives and purposes of the Planning Commission of Nance County are those set forth in Statute 19-901 et. seq. Nebraska RRS 1949 and amendments and supplements thereto, and those powers and duties delegated to the Planning Commission by the County Board of Nance County.

**ARTICLE II. OFFICERS AND THEIR DUTIES**

Section 1

The officers of the Planning Commission shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2

The Chairperson shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage of such officers.

Section 3

The Chairperson shall be one of the citizen members of the Commission. The Chairperson shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 4

The Vice-Chairperson shall act for the Chairperson when the Chairperson is absent. The Vice-Chairperson shall be a citizen member of the Commission.

Section 5

The Secretary shall keep the minutes and records of the Planning Commission, prepare official agenda of regular and special meetings with the Chairperson, provide notice of meetings to Commission members, arrange proper and legal notice of hearings, and attend to the correspondence of the Commission and to such other duties as are normally carried out by a Secretary.

**ARTICLE III. ELECTION OF OFFICERS**

Section 1

Nomination of officers shall be made from the floor at the annual organization meeting which shall be held on the third Monday in January in each year, and the elections shall follow immediately thereafter.

Section 2

A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until a successor shall take office.

Section 3

Vacancies in offices shall be filled immediately by regular election procedure.

**ARTICLE IV. MEMBERSHIP**

Section 1

Members are expected to attend all meetings of the Commission. If a member cannot attend a meeting, the Chairperson or Zoning Administrator shall be notified prior to the time of the meeting.

Section 2

If a member of the Commission has more than four (4) consecutive unexcused absences from meetings or more than six (6) total unexcused absences from meetings in a twelve-month period, notice will be given to the County Board requesting that member to be replaced.

Section 3

Members shall avoid conflict of interest in transacting Commission business. Where a member has a recognized conflict, that member shall abstain from voting.

Section 4

Members shall not discuss official items with applicants prior to public hearings and shall not indicate their voting intentions until the public hearing is closed.

**ARTICLE V. MEETINGS**

Section 1

Meetings will be held on the third Monday of each month in the Nance County Courthouse beginning at 7:30 p.m. The Chairperson may change the meeting date and/or time, and the meeting may be postponed or cancelled if considered necessary, providing proper and timely notice of the revised meeting schedule can be legally completed to the membership and the general public.

Section 2

A. A majority of the membership of the Commission (five [5] or more members) shall constitute the required meeting quorum.

- B. The number of votes necessary to approve motions shall be five (5) or more affirmative votes of the membership of the Commission.
- C. Voting shall be by roll call, and a record of the votes shall be kept as part of the official minutes.

Section 3

Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call such a meeting when requested to do so in writing by a majority of the members of the Commission. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the Commission. The Secretary shall notify all members of the Commission in writing not less than five (5) days in advance of such special meeting.

Section 4

All meetings at which official actions are taken shall be open to the general public.

**ARTICLE VI. ORDER OF BUSINESS**

The prescribed order of business at regular meetings shall be:

- A. Roll call
- B. Reading of minutes
- C. Communications and bills
- D. Report of officers and committees
- E. New business
- F. Adjournment

**ARTICLE VII. EMPLOYEES**

Section 1

The Planning Commission may employ a clerk to assist the Secretary in the assigned duties and to perform such other duties as may be assigned by the Chairperson of the Commission.

Section 2

The Planning Commission may employ such staff and/or experts as necessary to aid the Commission in its work. All appointments shall be made by a majority vote of the entire membership.

**ARTICLE VIII. HEARINGS**

Section 1

In addition to those required by law, the Commission may at its discretion hold public hearings when such hearings are deemed by the Chairperson with the consent of the membership to be in the public interest.

Section 2

Notice of public hearings shall be published in the official newspaper(s) of the county at least ten (10) days before the date/time of such hearings.

Section 3

The case before the Commission shall be presented in summary by the Secretary or a designated member of the Commission and parties in interest shall have privileges of the floor.

**ARTICLE IX. AMENDMENTS**

Section 1

These bylaws may be amended by approval of two-thirds or more of the entire membership of the Planning Commission. The affirmative votes of at least six (6) Commission members shall be required.

**PLANNING COMMISSION APPROVAL**

The approved bylaws and applicable amendments of the Nance County Planning Commission are recorded in the following official minutes:

Minutes of: November 17, 1997

Minutes of: November 20, 2006

Minutes of: December 21, 2009