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**BYLAWS OF THE  
ZONING AND PLATTING COMMISSION**

**ARTICLE 1. NAME.**

The name of the board is the Zoning and Platting Commission.

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the board is to perform duties relating to land use and development prescribed by Title 25 of the City Code, and other duties as may be assigned by the city council.

**ARTICLE 3. MEMBERSHIP.**

- (A) The board is composed of seven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of three years beginning August 1<sup>st</sup> on the year of appointment.
- (D) An individual board member may not act in an official capacity except through the action of the board, except when required to do so by law in connection with the approval, endorsement, or attestation of plats.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

**ARTICLE 4. OFFICERS.**

- 1  
2 (A) The officers of the board shall consist of a chair, vice-chair, secretary, and parliamentarian.  
3  
4 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
5 October 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may  
6 hold an emergency election as needed.  
7  
8 (C) The term of office shall be one year, beginning November 1<sup>st</sup> and ending October 31<sup>st</sup>. An officer  
9 may continue to serve until a successor is elected. A person may not serve as an officer in a  
10 designated position of a board for more than three consecutive one-year terms. A person who has  
11 served as an officer in a designated position of a board for three consecutive terms is not eligible for  
12 re-election to that designated office until the expiration of two years after the last date of the  
13 person's service in that office. The board may override the term limit provision for an officer by an  
14 affirmative vote of two-thirds of the authorized board members.  
15  
16 (D) A member may not hold more than one office at a time.  
17

18 **ARTICLE 5. DUTIES OF OFFICERS.**  
19

- 20 (A) The chair shall preside at board meetings, appoint all committees each year following the election  
21 of officers, and represent the board at ceremonial functions and approve each final meeting agenda.  
22 The Chair shall appoint the Chair and members of committees As provided by statute, the Chair  
23 shall sign any certificate endorsing a subdivision plat.  
24  
25 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
26  
27 (C) In the absence of both the Chair and the Vice-Chair, the member serving as presiding officer shall  
28 sign any certificate endorsing a subdivision plat. In the absence of the chair, vice chair, and  
29 secretary, any member may be deemed the presiding officer by a quorum of the board present at the  
30 meeting, with such designation recorded in the minutes.  
31  
32 (D) The secretary shall monitor the timely completion of minutes of the board's meetings. As provided  
33 by statute, the secretary shall sign all subdivision plats. In the absence of the chair and vice chair,  
34 the secretary shall perform duties of the chair.  
35  
36 (E) The Parliamentarian shall advise on all matters of procedure and shall assure that business  
37 conducted before the board conforms to these Rules and Regulations and Roberts Rules of Order  
38 Newly Revised.  
39

40 **ARTICLE 6. AGENDAS.**  
41

- 42 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
43 liaison at least five days before the meeting. After first consulting with and receiving input from  
44 the staff liaison, the chair shall approve each final meeting agenda.  
45  
46  
47 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for  
48 each meeting, not less than 72 hours before the meeting

- 1  
2 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
3 Meetings Act).  
4

5  
6 **ARTICLE 7. MEETINGS.**

- 7 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings  
8 Act).  
9  
10 (B) Board meetings shall be governed by Robert's Rules of Order.  
11  
12 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
13  
14 (D) The board shall meet twice a month. In November of each year, the board shall adopt a schedule of  
15 the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled  
16 meetings.  
17  
18 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
19 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
20 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
21 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
22 deadline established by Council.  
23  
24 (F) Four members constitute a quorum.  
25  
26 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
27 then the meeting may not be held.  
28  
29 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
30 necessary to provide a quorum.  
31  
32 (I) The chair has the same voting privilege as any other member.  
33  
34 (J) The board shall allow citizens to address the board on agenda items and during a period of time set  
35 aside for citizen communications. The chair may limit a speaker to three minutes.  
36  
37 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
38 the vote of each member on each item before the board and indicate whether a member is absent or  
39 failed to vote on an item.  
40  
41 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
42 Planning and Development Review Department shall retain all other board documents. The  
43 documents are public records under Texas Local Government Code Chapter 552 (Texas Public  
44 Information Act).  
45  
46 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
47 meeting.  
48

- 1  
2 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
3 Section 2-1-48 of the City Code.  
4  
5

6 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**  
7

8 **COMMITTEES**  
9

- 10 (A) The Zoning and Platting Commission shall have the following committees:  
11

12 (1) Executive Committee – This Committee shall be composed of the officers of the  
13 Commission. The staff liaison shall be an ex-officio member without privilege of vote.  
14 The Executive Committee shall be responsible for coordination of the board's activities and  
15 may make recommendations to the board on the annual budget as it relates to the board's  
16 work program. The Committee shall annually recommend goals to the board and shall  
17 recommend a work plan to accomplish those goals.  
18

- 19 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
20 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
21 consist of at least three board members appointed by the chair. A staff member shall be assigned to  
22 each committee by the director of the Planning and Development Review Department.  
23

- 24 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
25

- 26 (D) A majority of the total number of appointed committee members constitutes a quorum.  
27

- 28 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
29

- 30 (F) Each committee shall make an annual report to the board at the January board meeting.  
31

- 32 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
33 (Texas Open Meetings Act).  
34

- 35 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
36 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
37 or identify each agenda item on which the member has a conflict of interest.  
38  
39  
40

41 **WORKING GROUPS**  
42

- 43 (A) The board can determine the size of a working group but the number of board members serving on  
44 the working group must be less than a quorum of the board.  
45

- 46 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
47

- 48 (C) Quorum requirements do not apply to working groups.

1  
2 (D) Staff support will not be provided for working groups.  
3

4 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
5 Code Chapter 551 (Texas Open Meetings Act).  
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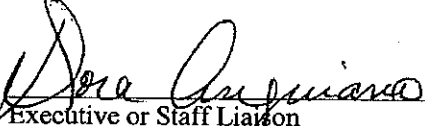
9 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

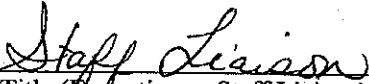
10  
11 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
12 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
13 order which the board or city council may adopt.  
14

15 **ARTICLE 10. AMENDMENT OF BYLAWS.**

16  
17 A bylaw amendment is not effective unless approved by the Council Audit and Finance  
18 Committee.  
19  
20  
21  
22

23 The bylaws were approved by the Zoning and Platting Commission at their meeting held on  
24 March 15, 2011.  
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28 \_\_\_\_\_  
29 Executive or Staff Liaison  
30  
31  
32

  
\_\_\_\_\_  
Title (Executive or Staff Liaison)

THE CITY ZONING AND PLATTING  
CITY OF AUSTIN, TEXAS

**RULES AND REGULATIONS**

September 18, 2001

**1.000 DUTIES AND RESPONSIBILITIES**

1.100 The duties of the Zoning and Platting Commission shall be those prescribed by State statute, City Charter, and City ordinance. The Zoning and Platting Commission shall:

1.110 Pursuant to ordinances adopted by the Council, exercise control over platting and subdividing land within the corporate limits of the City and extraterritorial jurisdiction of the City to insure the consistency of and such plats or subdivision with the adopted comprehensive plan or element or portion thereof;

1.120 Recommend to the Council approval or disapproval of proposed zoning changes;

1.130 Require information from the City Manager in relation to its work;

**2.000 MEMBERSHIP**

2.100 The Commission, as approved by charter, shall be composed of nine members, appointed by the City Council for their ability, unselfish interest, and availability for the work. The Commission members shall serve the City as a whole, shall represent no special group, or interest, and shall publicly state when they are interested in a matter before the Commission, and, therefore, disqualify themselves. When a Commission member must disqualify himself, he shall indicate his interest prior to the hearing, and shall not participate in the discussion, or vote on such issues.

2.200 On their appointment to the Commission, new members shall be briefed by the Director of the Neighborhood Planning and Zoning Department on the general scope of City planning and duties of the Commission.

### 3.000 OFFICERS

- 3.100 The officers of the Commission shall consist of a Chair, Vice-Chair, Secretary, Assistant Secretary and Parliamentarian.
- 3.200 Officers shall be elected annually at the first meeting in July, or not later than August 1, by a majority of the Commission.
- 3.300 The term of office shall be one (1) year, extending from June 1 to May 31.
- 3.400 Vacancies shall be filled by a majority vote of the Commission at any regular or special meeting called for that purpose.
- 3.500 The Director, or designee of the Neighborhood Planning and Zoning Department shall serve the Commission as Executive Secretary.

### 4.000 DUTIES OF OFFICERS

- 4.100 The Chair shall preside at all meetings and shall appoint all standing committees each year following the election of officers. The Chair shall appoint the Chair and members of such special committees as from time to time may be authorized by the Commission. As provided by statute, the Chair shall sign all subdivision plats.
- 4.200 In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.
- 4.300 The Secretary shall monitor the timely completion of minutes of the Commission's meetings. As provided by statute, the Secretary shall sign all subdivision plats. In the absence of the Chair and Vice-Chair, the Secretary shall perform duties of the Chair.
- 4.400 In the absence of the Secretary, the Assistant Secretary shall perform all duties of the Secretary.
- 4.500 The Parliamentarian shall advise on all matters of procedures and shall assure that business conducted before the Commission conforms to these Rules and Regulations and Roberts Rules of Order, Newly Revised.

4.600 The Executive Secretary shall keep the official records of the meeting of the Commission, cause to be made such notices as are required in the manner prescribed by statute, ordinance or these Rules, maintain records of attendance, and attend to all official correspondence of the Commission. The Executive Secretary shall provide reports on any matters vital to the efficient and expeditious operation of the Planning Commission.

#### 5.000 MEETING

5.100 Regular meetings of the Commission shall be held on the first and third Tuesday of each month at 6:00 p.m. unless otherwise decided by the Commission.

5.200 If it should become necessary because of workload that any regular meeting be continued to the following day, such a meeting will reconvene on the day following and this second meeting shall be considered as part of the same session.

5.300 Special meetings may be called by the Chair and shall be called if requested by three or more members.

5.400 Notices of meetings shall be in writing and shall be sent to all members at least two days in advance of the meetings.

5.500 The Commission shall consider matters before it at its regular meetings and shall hear matters in the order of business may be modified at any meeting by unanimous consent of members present.

#### 6.000 VOTING AND QUORUM

6.100 A quorum of the Commission shall consist of five (5) members. If there are two or more vacancies, a quorum shall consist of four (4) members.

6.200 No Actions of the Commission shall be of any force or fact unless it is adopted by affirmative vote of its members equal to at least the numbers of members necessary to provide a quorum of its membership.

6.300 The Chair shall have the same voting privilege as any other member.



## 7.000 COMMITTEES

### 7.100 STANDING COMMITTEES

- 7.110 The Chair shall appoint a minimum of three (3) Commissioners to each Standing Committee not later than thirty (30) days after appointment, to serve a term to continue through June 1 or until their successors are appointed. Such appointments shall be made with due consideration if interest and a fair distribution of the work to be performed.
- 7.120 Each Standing Committee shall elect its own Chair from among its members.
- 7.130 The Chair of the Commission shall appoint a replacement for any member of a Committee who has missed more than three (3) consecutive meetings of the committee for which adequate notice have been given.
- 7.140 A Standing Committee shall meet at the call of its Chair, but not less than once in each quarter of the calendar year.
- 7.150 Any Standing Committee may hold public hearings in the manner prescribed by applicable ordinances and statutes.
- 7.160 The standing Committees of the Planning Commission shall be:
  - 7.161 EXECUTIVE COMMITTEE – This Committee shall be composed of the officers of the Commission. The Executive Secretary shall be an ex-officio member without privilege of vote. A quorum shall be three (3) Commissioners. The Executive Committee shall be responsible for coordination of the Commission's activities and may make recommendations to the Commissions on the annual budget as it relates to the Commission's work program. The Committee shall annually recommend goals to the Commission and shall recommend a work plan to accomplish those goals.

7.162 LIAISON COMMITTEE – This Committee shall be composed of the two commission members appointed by the Chair. The purpose of the committee is to exchange information relating to the Planning Commission, and the Zoning and Platting Commission, and make recommendations to the commissions on common policies, objectives, issues and activities.

7.200 AD HOC COMMITTEES – The Chair of the Commission may appoint Ad Hoc Committees to assist the Commission on matters not otherwise assigned by these Rules to a Standing Committee. Any Ad Hoc Committee may hold public hearings in the manner prescribed by applicable ordinances and statutes.

#### 8.000 ANNOUNCEMENT OF OFFICIAL ACTS

8.100 The Executive Secretary shall prepare for the Commission all letters of transmittal to the City Council and shall sign those relative to zoning plan changes, special permits, and subdivision plans. Other letters to the Council shall be signed by the Chair of the Commission.

8.200 Copies of the Commission minutes and of all recommendations required shall be sent directly to the City Manager and the City Clerk by the Executive Secretary.

#### 9.000 OFFICIAL RECORDS

9.100 The official records of the Commission shall be its adopted minutes and electronic recordings of its meetings.

9.200 The official records of the Commission shall be deposited in the Planning Department of the City of Austin and shall constitute a public record open to public inspection.

9.300 A copy of these Rules and Regulations, and all amendments thereto, shall be placed on permanent file in the office of the City Clerk within seven (7) days of adoption.

#### 10.000 POLICIES AND SUPPLEMENTAL PROCEDURES

10.100 Matters of policy affecting the Commission shall be decided at regular meetings or at special meets called for that purpose. Supplemental policies, rules and regulations may be adopted by a majority vote of the Commission.

## 10.200 Conduct of Public Hearings

10.210 The Commission shall use the following order of procedure for public hearings:

- 10.211 Chair announces requests;
- 10.212 Staff presents a summary of the case;
- 10.213 Chair calls on those favoring the request;
  - 10.213a Applicant's presentation (five [5] minutes each);
  - 10.213b Others favoring the request (three [3] minutes each);
- 10.214 Chair calls on those opposing the request;
  - 10.214a Primary presentation (five [5] minutes);
  - 10.214b Others opposing the request (three [3] minutes each);
- 10.215 Applicant is given an opportunity to answer objections stated (three [3] minutes each);
- 10.216 Staff summation and questions from the Commission;
- 10.217 Public hearing is closed and no further testimony is taken from the public

10.220 Speaking times in any of the above instances may be extended by the Chair with the unanimous consent of the Commission.

10.230 Items on the agenda may be acted upon by one motion, provided however that the Commission may not consider items earlier than the time stated on the agenda. "Other Business" items can be taken at any time. After the posted time, the Chair may announce the item and, if there is no opposition from the Commission or the public, the item may be taken "by consent" for approval without discussion.

## 10.300 Postponement of Public Hearings

10.310 Anyone may request a postponement of a public hearing **in writing** to the Executive secretary by 10:00 a.m. the Monday before the Zoning and Platting Commission meeting. Any such request may be granted.

10.400 Revision or amendment of previous action by the Commission –  
The Commission may rescind or amend a previous action at the request of two or more Commissioners. Such a request must be based on new evidence judged to be material to a correct decision of the Commission and must be made within fourteen (14) days at the date of the session in which the action to be rescinded or amended was taken. The decision to rescind or amend may be effected by an affirmative vote of a two-thirds majority of the Commission.

#### 11.000 PARLIAMENTARY AUTHORITY

Robert's Rules of Order, latest revision, shall be the Commission's final authority on all questions of parliamentary law not covered by these Rules and Regulations.

#### 12.000 AMENDMENTS

Amendments to these Rules and Regulations may be made by the Commission at any regular or special meeting called for that purpose upon the affirmative vote of a two-thirds majority of the total number of members currently appointed. Any such amendment must have been proposed at a preceding meeting and all members formally notified thereof.

Gg/9-18-01