

DeKalb County Planning Commission

1. There is hereby established a DeKalb County Planning Commission which shall consist of nine (9) members, all residents of DeKalb County, who shall be appointed by the governing authority as follows:
 - a. Each member of the board of commissioners and the chief executive officer shall make one (1) appointment;
 - b. Members appointed by an individual commissioner must reside in the district of the appointing commissioner; and
 - c. One (1) appointment shall be made by the majority vote of the board of commissioners with the concurrence of the chief executive officer.
2. Each planning commission member appointed pursuant to subsection 1(a) above shall serve at the pleasure of the individual making the appointment or until their successor is appointed and qualified, unless such term ends sooner in the manner set forth herein. If the planning commissioner is still serving at the time the appointing elected official vacates his/her office, the planning commissioner shall continue to serve until a successor is appointed and qualified. A planning commission member appointed pursuant to subsection 1(b) above shall serve until a majority of the board of commissioners votes to remove the member, unless such term ends sooner in the manner set forth herein. Planning commissioners may be reappointed to successive terms without limitation. Any vacancy in the membership of the planning commission shall be filled for the unexpired term in the same manner as the initial appointment. Members of the planning commission shall hold no other county office or compensated position. If a planning commission member appointed by an individual commissioner moves outside the district of the appointing commissioner, or if a planning commissioner appointed pursuant to subsection 1(b) moves outside unincorporated DeKalb County, that action shall constitute a resignation from the planning commission, effective immediately.
3. No person shall serve or continue to serve as a member of the planning commission until they have been certified as having completed a training session sponsored by the county.
4. The governing authority shall determine the amount of compensation, if any, to be paid to the members of the planning commission.
5. **Planning commission to hold public hearing and make recommendation on all proposed amendments.** No amendment to the text of this chapter, the Official Zoning Map, or the comprehensive plan text or maps shall become effective unless the subject matter of the amendment has been submitted to the planning commission for public hearing and recommendation pursuant to the requirements of this chapter.
6. **Planning commission to adopt rules of procedure.** The planning commission shall conduct its meetings in accordance with the procedures contained in this division and chapter. The planning commission shall further adopt rules of procedure governing the conduct of its meetings; which rules shall be supplemental to and not conflict with this division and chapter, In any case where the rules do not address a procedural issue which arises before the planning commission, the most recent edition of Robert's Rules of Order shall govern. The planning commission may from time to time amend its rules by majority vote. A copy of the adopted rules of procedure and any subsequent amendment thereto shall be filed by the secretary of the planning commission with the clerk of the board of commissioners, and copies of the rules shall be made available to the public by the secretary of the planning commission and the clerk of the board of commissioners..
7. **Quorum, voting, and actions by board.** A quorum of the planning commission shall consist of at least five (5) members of the commission. A quorum is necessary for the planning commission to take official action. All actions of the planning commission shall be taken by majority vote of those members present and voting. A roll call vote shall be taken upon the request of any member. If there is not a quorum present, all items shall be rescheduled and re-advertised for the next regular meeting.

8. **Annual organizational meeting.** At its first regular meeting in January, the planning commission shall, by majority vote of its membership, excluding vacant seats, elect one (1) of its members to serve as chairperson and preside over the commission's meetings and one (1) member to serve as vice chairperson. The persons so elected shall serve in these capacities for terms of one (1) year or until a replacement is elected. Vacancies may be filled for the unexpired terms only by majority vote of the commission membership, excluding vacant seats. The chairperson and vice chairperson may take part in all deliberations and vote on all issues. The chairperson and the vice-chairperson may each be elected to successive terms without limitation.

Secretary of planning commission; staff support. The director of planning or his/her designee shall serve as secretary of the planning commission. The planning department staff shall provide support to the planning commission as reasonable and necessary to accomplish said commission's duties. The planning department staff shall provide the members of the planning commission with all information submitted to, or generated by, county staff on each proposed amendment the planning commission considers, including but not limited to a copy of the application and the proposed amendment. The staff shall make audio or video recordings and keep minutes of the proceedings of the planning commission, showing the vote of each member upon each item, or, if a member is absent or fails to vote, indicating such fact, and shall keep records of its official actions and evidence submitted, all of which shall be filed in the office of the planning department and shall be a public record.