

**BYLAWS OF THE  
VENTURA COUNTY PLANNING COMMISSION**

**Adopted October 23, 1968  
Revised June 24, 2004**

ARTICLE I. TITLE

Section 1. The Ventura County Planning Commission was established by Ordinance No. 334, adopted by the Board of Supervisors on June 13, 1939. The official title of this Commission shall be the "Ventura County Planning Commission."

ARTICLE II. OFFICERS

Section 1. The officers shall be:

A Chairman, who shall preside at all meetings, call all special meetings, appoint committees, and perform all other duties of a presiding officer.

A Vice-Chairman, who shall, in the absence of the Chairman or his inability to act, preside at meetings and perform all other duties of the Chairman.

A Secretary, who shall keep a written record of all business transacted by the Commission, notify members of meetings, and keep the official records of the Commission. The Secretary shall be named as the Director of the Planning Division.

A Recording Secretary, who shall keep a written record of all business transacted by the Commission, notify members of meetings, and keep the official records of the Commission at the direction of the Secretary.

Section 2. The Chairman and Vice-Chairman shall be members of the Commission. They shall be elected at the annual meeting of the Commission or an adjournment of that meeting and shall hold office for a period of one year or until their successors are elected, whichever is earlier. A vacancy in the office of Chairman or Vice-Chairman shall be filled for the balance of the unexpired term at the meeting succeeding the date upon which the vacancy occurred.

A special meeting may be called by not less than three members of the Commission for the purpose of recalling the Chairman or Vice-Chairman, or both, and a vacancy created in any such office by a recall shall be filled at said meeting.

### ARTICLE III. MEETINGS

Section 1. The annual meeting of the Commission shall be the first regular meeting of the calendar year.

Section 2. The regular meetings of the Commission shall be held as needed but in no case less frequent than once every quarter year. At each annual meeting the Commission shall fix the time, date and place for regular meetings for that year.

Section 3. By a majority vote of those present and voting, a meeting may be adjourned until a time fixed but not later than the next regular meeting of the Commission. Special meetings may be held at the call of the Chairman or a majority of the members of the Commission in the manner provided by the Brown Act Open Meeting Law (Government Code Section 54950 et seq.).

Section 4. In the event that both the Chairman and Vice-Chairman either cannot or are unable to attend a duly noticed Planning Commission meeting, the members in attendance shall elect a Commissioner to serve as the Chairman for that meeting.

Section 5. A special meeting may be called at any time by the Chairman of the Commission or by a majority of the members of the Commission in accordance with Government Code Section 54956.

Section 6. The Secretary shall notify each member of the time, place and date of each regular meeting by a written notice mailed to the last known address of each member not less than three days previous to the date set for the meeting. Sufficient notice shall be given each member of other meetings called by the Chairman.

### ARTICLE IV. QUORUM AND VOTING

Section 1. Unless otherwise provided by law, three members constitute a quorum for any meeting or hearing of the Commission and a finding, decision or order requires the concurrence of at least a majority of its total voting members. A person may be elected to the office of Chairman or Vice-Chairman by not less than a concurrence of at least three members, and a person may be recalled from the office of Chairman or Vice-Chairman by not less than a concurrence of at least three members.

Section 2. Unless otherwise required by law, deliberation of action on any matter may be postponed to a specified meeting by a concurrence of a majority of those present and voting.

## ARTICLE V. ORDER OF BUSINESS

Section 1. The order of business for regular meetings shall be:

Roll call  
Minutes of previous meeting  
Reports

Section 2. The order of business for the annual meeting shall be:

Roll call  
Election of Chairman  
Taking of chair by new Chairman  
Election of Vice-Chairman  
Fixing of time for regular monthly meetings

Subsequent order of business shall be the same as for regular meetings.

Section 3. Robert's Rules of Order, Latest Edition, except where inconsistent with express provisions of law, these Bylaws or other resolutions of the Board of Supervisors, shall govern conduct of meetings of this Commission.

## ARTICLE VI. COMMITTEES

Section 1. There shall be such committees appointed by the Chairman as shall be deemed necessary by him for determining the policies and procedures of the Commission and executing its orders. The members of such committees shall serve for one year or until successors are appointed or the committee is discharged.

## ARTICLE VII. RECORDS OF PROCEEDINGS

Section 1. All papers involving official acts of the Commission shall be transmitted to the Board of Supervisors in accordance with applicable state law and Board of Supervisors resolutions.

Section 2. Routine correspondence, communications or certifications may be signed by the Secretary as the administrative officer of the Commission, or the Assistant Secretary in the absence of the Secretary.

Section 3. The Secretary shall keep a record of the resolutions, transactions, findings, and determinations in the manner provided by law and by the Commission.

## ARTICLE VIII. SCOPE OF ACTIVITY

Section 1. The Commission shall make such investigations, studies, reports, and recommendations regarding the general plan, zoning, subdivisions, and any matter relating to the planning and development of the county, as it deems in the best interests of the County of Ventura and for the proper discharge of its duties and responsibilities.

Section 2. The duties and responsibilities of the Commission include, but are not limited to, the following:

- a. Prepare and revise as necessary the General Plan.
- b. Implement the General Plan through actions including, but not limited to, the administration of specific plans and zoning and subdivision ordinances.
- c. Perform other functions as the Board of Supervisors provides, including conducting studies and preparing plans other than those required or authorized by state law.
- d. Review and act upon subdivision maps in accordance with procedures set forth in state law.
- e. Act as an appeal body for administrative actions of the Planning Director.
- f. Make recommendations to the Board of Supervisors on matters related to the general plan, zoning, subdivisions and other matters related to planning.

Section 3. Any expenditure by the Commission in excess of five hundred dollars (\$500) must have the prior approval of the Chairman and the Secretary.

## ARTICLE IX. AMENDMENT OF BYLAWS

Section 1. These bylaws may be changed or added to from time to time by the affirmative vote of not less than three members at a regular meeting. No change or addition to these bylaws shall be made unless notice in writing shall be filed with the Secretary at the regular meeting next preceding the meeting at which the motion to change is to be made.

Section 2. Said notice shall state explicitly what change is to be proposed, or shall be accompanied by a draft of the proposed change. The Secretary shall notify each member at least ten (10) days before the date of the next meeting of the wording of the proposed change or addition.

#### ARTICLE X. ADOPTION

Section 1. These bylaws were adopted on October 23, 1968 and became effective upon adoption. These bylaws were amended on June 24, 2004 and became effective upon adoption.