

ARTICLE II - MEMBERSHIP, TERMS, MEETINGS AND OFFICES

Section 1. Membership. The Planning Commission is composed of three members appointed by the Board of County Commissioners of Leon County, three members appointed by the City Commission of the City of Tallahassee and one member selected by the School Board of Leon County and appointed by the City and County Commissions. A member who wishes to resign prior to the completion of his or her term shall submit a letter of resignation to the appointing body stating the effective date of the resignation.

Members serve at the pleasure of the governing body that appointed them. Reasons for termination of a member include the following: 1) (a) for City appointees, the member no longer resides or owns property within the City limits, or is no longer a City Utility customer; (b) for County and School Board-selected appointees, the member no longer resides in Leon County; 2) the member is absent for two of three successive regularly scheduled meetings; or 3) the member has frequent conflicts of interest.

The Clerk of the Planning Commission shall provide a report to the City Commission, County Commission, and School Board by the 15th of each month, setting forth the attendance of each Planning Commissioner for the prior month.

Section 2. ~~Terms.~~ ~~Planning Commissioners shall serve for a term of three years, unless terminated as provided in Section 1, and may be reappointed.~~

Section 3. Regular Meetings. The Planning Commission shall hold regular meetings in accordance with a schedule to be approved by the Planning Commission in November of each year. An approved schedule may be altered within the calendar year upon vote of the Planning Commission. All meetings shall be open to the public.

The Planning Commission will usually vote on applications at the public hearing where the matter is heard but may continue an item in accordance with applicable ordinances and provisions of these Bylaws.

Section 4. Special Meetings. The Chair can call a special meeting of the Planning Commission by actual notice to each member at least twenty-four hours in advance of the meeting. No action shall be taken at a special meeting on an application pending before the Planning Commission unless the public interest clearly requires action before the next regular meeting. If it is intended that action be taken at such a meeting on an application pending before the Planning Commission, the most effective and appropriate notice under the circumstances shall be given to applicants and the public. However, no action on an application shall be taken at any special meeting unless all notice requirements of applicable ordinances as to the public hearing have been satisfied. As used in this section an "application" means an application pending before the Commission but does not include action on motions that do not dispose of the application.

Section 5. Place of Meetings. The public hearings and meetings of the Planning Commission shall be held in the City Commission Chambers, City Hall, the County Commission Chambers, Leon County Courthouse, or such other appropriate room in City Hall or the County