

**BY-LAWS OF
THE CITY OF AVONDALE ESTATES
PLANNING AND ZONING BOARD**

**ARTICLE I - The Planning and Zoning Board
Section 1**

The City of Avondale Estates Planning and Zoning Board shall exist as established in Section 1712, et seq., of the City of Avondale Estates Code of Ordinances, as amended from time to time.

Section 2

These By-Laws are adopted pursuant to Section 1714(a) of the City of Avondale Estates Code of Ordinances. These By-Laws shall be published and available to the public.

**ARTICLE II - Officers
Section 1**

Officers will be elected at the first meeting in February each year, and will hold office for a period of one year. The Planning and Zoning Board shall elect a Chair and a Vice-Chair. The Secretary will be a staff member of City Hall. The officers may succeed themselves.

Section 2

The Chair shall preside at all regular meetings of the Planning and Zoning Board and at other meetings and public hearings called by the Planning and Zoning Board, may transmit reports, plans, and recommendations of the Planning and Zoning Board to the appropriate governing authority and, in general, shall act as spokesman for the Planning and Zoning Board. The Chair or any two (2) members may call special meetings of the Planning and Zoning Board from time to time.

Section 3

The Vice-Chair shall serve as Chair in the absence or the disability of the Chair. The Vice-Chair shall become Chair in the event that the Chair must step down, and a new Vice-Chair shall be elected within thirty (30) days thereafter.

Section 4

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The Secretary shall assist the Chair in the preparation of an agenda for each Planning and Zoning Board meeting, shall prepare and send out notices for special meetings, shall prepare and distribute minutes of Board meetings, and shall establish and maintain the Board's files.

ARTICLE III - Meetings
Section 1

Regular meetings will be held at City Hall on the 3rd Monday of each month, starting at 6:00 PM. Special meetings may be called, provided all members receive notification of the meeting at least twenty-four (24) hours in advance.

Section 2

A quorum shall consist of three (3) members. A majority vote of the Board (minimum three [3] members) is required for passage of a motion.

Section 3

All members of the Board, including the Chair, are voting members.

ARTICLE IV - Committees
Section 1

Special committees may be established by a vote of the Board as required from time to time. The special committees may recommend items for consideration and a vote by the Board.

ARTICLE V - Amendments to the By-Laws
Section 1

Changes may be made in the By-Laws of the Planning and Zoning Board by the affirmative vote of four (4) members of the Board.

[END OF BY-LAWS]