

DR 69-31 - By-laws of the Wichita-Sedgwick County Metropolitan Area Planning Commission.

# ACTION

DATE

COMMITTEE

M.A.P.C.	<u>Adopt as amended</u>	<u>12-11-69</u>
B.C.C./B.C.C.	<u>Agree with suggested amendment + filed</u>	<u>1-6-70</u>
B6C		<u>70</u>
MAPC	<u>Approve Amendment</u>	<u>1-15-70</u>
BCC	<u>Agree to file</u>	<u>1-27-70</u>
BCC	<u>Agree to file</u>	<u>1-28-70</u>

*Closed*

DE 69-29 Jan

December 12, 1969

Mr. Thomas P. Allen, Jr.  
Deputy Director of Parks and Recreation  
503 City Building Annex  
104 South Main Street  
Wichita, Kansas 67202

Dear Mr. Allen:

In accordance with the "Metropolitan Clearinghouse Procedures" set forth in Circular A-95 of the Federal Bureau of the Budget and pursuant to Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966, your proposed application for Federal grant funds was reviewed by the Wichita-Sedgwick County Metropolitan Area Planning Commission on December 11, 1969.

The proposal to acquire approximately 16.5 acres of land for community park purposes with the sought-after assistance of a 50% grant through the Federal Land and Water Conservation Fund Program was found to be in conformance with the Comprehensive Plan as indicated in the attachments hereto.

This letter of transmittal along with the attached comments and recommendations of the Planning Commission are to be included in your Federal Land and Water Conservation Fund Application and/or forwarded to the appropriate review agency.

Sincerely yours,

Robert A. Lakin  
Secretary

RAL:ls  
cc Mr. Ralph Wulz  
Wichita City Manager  
Attachments 3

COMMENTS AND RECOMMENDATIONS  
OF  
STATE, METROPOLITAN, OR REGIONAL PLANNING AGENCIES

DATE: December 11, 1969

PLANNING AGENCY

Name: Wichita-Sedgwick County Metropolitan Area  
Planning Commission

Address: 104 South Main Street, Wichita, Kansas 67202

Source of Authority for  
Establishment of Agency: See "Exhibit A" attached

GRANT APPLICANT

Name: The Board of Park Commissioners of the  
City of Wichita, Kansas

Address: 104 South Main Street, Wichita, Kansas 67202

PROJECT DESCRIPTION

(DR 69-29) Parkland Acquisition Proposal 13th and West Streets

CERTIFICATION

1. The above described project is (x) is not ( ) consistent with the Comprehensive Plan in the process of development for the Wichita-Sedgwick County Metropolitan Area.
2. The project is ( ) is not (x) in conflict with any known like facility in its service area.

COMMENTS AND RECOMMENDATIONS

See "Exhibit B" attached

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Robert A. Lakin  
Secretary - Wichita-Sedgwick County  
Metropolitan Area Planning Commission

December 11, 1969

"EXHIBIT A"

AUTHORITY FOR ESTABLISHMENT OF THE WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION IS BY:

Joint agreement between the City of Wichita and Sedgwick County under the laws of the State of Kansas, K.S.A. 1965 Supp. 12-716 et.seq.; and

Membership of cities in the Metropolitan Area Planning Commission is authorized by a joint resolution between the Board of County Commissioners of Sedgwick and Sumner Counties, and by ordinance enacted by the Cities of Wichita, Haysville, Derby, Valley Center, Mulvane, Cheney, Andale, and Mount Hope.

Applicable ordinances enacted by the cities are:

City of Wichita	No. 29-610
City of Haysville	No. 238
City of Derby	No. 741
City of Valley Center	No. 413
City of Mulvane	No. 375
City of Cheney	No. 386
City of Andale	No. 68-1
City of Goddard	No. 52

The Metropolitan Area Planning Commission was certified on June 20, 1967, by the Secretary of Housing and Urban Development as the areawide review agency for Sedgwick County under Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966. The Metropolitan Area Planning Commission was further notified on November 3, 1969 of its designation as a "Metropolitan Clearinghouse" in accordance with Circular No. A-95 of the Federal Bureau of the Budget.

December 11, 1969

"EXHIBIT B"

On Thursday, December 11, 1969, the Wichita-Sedgwick County Metropolitan Area Planning Commission met in regular session and received the proposal application submitted by the Wichita Board of Park Commissioners for the proposed acquisition of approximately 16 acres of land for community park purposes. The proposal application had been prepared in accordance with the "Project Notification and Review System" outlined in Circular A-95 of the Federal Bureau of the Budget. As a result of the final review, the Metropolitan Area Planning Commission passed a motion certifying the following findings and conclusions:

Findings

As a result of the review, it was found that:

- A. The area proposed for acquisition is designated as a potential park location on Map 5C-8 (attached) of the adopted Open Space, Parks and Recreation Plan.
- B. The area is designated as a "proposed community park" on Map 6B and is proposed for acquisition under the "Plan Recommendations" in the adopted Open Space, Parks, and Recreation Plan.<sup>1</sup>
- C. Funds for the acquisition of the proposed park land have been scheduled in an amendment to the 1969-1974 Capital Improvements Program and the 1969 Capital Improvements Budget of the City of Wichita.<sup>2</sup>
- D. The acquisition of the proposed park land will not contribute to a duplication of or conflict with any other park facilities serving the same general vicinity of the Wichita Metropolitan Area.

Conclusion

On the basis of the above findings it is concluded that:

- A. This proposed project is consistent with the Comprehensive Plan in the process of development for the Wichita-Sedgwick County Metropolitan Area.

Page 2 - "Exhibit 3"  
December 11, 1969

B. The proposed acquisition is necessary to meet the needs expressed for a community park facility on pages 197 and 198 of the adopted Open Space, Parks and Recreation Plan Element.

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1. Open Space, Park and Recreation Plan for the WSCMA, Wichita-Sedgwick County Metropolitan Area Planning Department, August, 1965, page 265.
  2. Ordinance No. 30-845, Office of the City Clerk of the City of Wichita, November 18, 1969, page 5.

OFFICE COPY

DO NOT REMOVE

*As amended  
1-15-70*

BYLAWS

of the

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

*DR 69-31*

Article I - Name

Section 1. Full Name. The full and correct name of the herein described planning advisory board shall be The Wichita-Sedgwick County Metropolitan Area Planning Commission, which shall be used on all official actions and documents completed by the board.

Section 2. Shortened Names. Shortened names acceptable for referring to the planning advisory board, but not acceptable for official use, shall be the Commission, the Planning Commission or MAPC.

Article II - Objectives and Purpose

Section 1. Reference. The objectives and purpose of the Planning Commission of the City of Wichita and of Sedgwick County, Kansas, are those set forth in the Joint Ordinance-Resolution of the two governing bodies, published as Ordinance No. 29-610 of the Code of the City of Wichita, and those powers and duties delegated to the Planning Commission by the K.S.A. 1968, Supp. 12-716.

Section 1. Responsibility. Members of the Planning Commission shall be aware at all times of their responsibility to the citizenry of Sedgwick County, the City of Wichita and the member cities, and shall refrain from any recommendation or action that would benefit individuals or special interest groups rather than serve the best interests of the entire metropolitan area.

Section 2. Financial Interest. Members shall refrain from recommending or acting on any matter before the Planning Commission in which he has, either directly or indirectly, any financial interest and of which such member has actual knowledge.

Section 3. Favoritism. Members shall refrain from using their influence or position on the Planning Commission to show favoritism, in any respect, that could lead to the development of a clientele at a later date.

#### Article IV - Organization

Section 1. Membership. The Planning Commission shall be composed of eight members. Four shall be appointed by the Mayor of the City of Wichita with the concurrence of the Board of City Commissioners; and four shall be appointed by the Chairman of the Board of Sedgwick County Commissioners with the concurrence



of the Board of County Commissioners. Members shall serve for a term of four years or until such time as they are reappointed or until a new appointment is made. County appointees must reside within Sedgwick County; City of Wichita appointees must reside within the City of Wichita when appointed.

Section 2. Officers. Officers of the Planning Commission shall be the Chairman, Vice-Chairman, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in February and shall serve for a term of one year. The Chairman and Vice-Chairman shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The Chairman shall conduct all meetings and business, sign all Minutes and Comprehensive Development Plan resolutions, and other official papers and documents. The Chairman also shall represent the Planning Commission at all meetings with other agencies and boards.

The Vice-Chairman shall act in the manner and capacity as the Chairman in the absence of the Chairman.

The Secretary shall conduct all the business for the Planning Commission as directed and set forth by these

bylaws. The Secretary is hereby designated to act as the "responsible agent" for the Planning Commission in handling all federal, state and local contracts and agreements.

The Assistant Secretary shall act in the manner and capacity as the Secretary in the absence of the Secretary.

Section 3. Committees (Standing). The Chairman shall, within 30 days of his election, appoint from the Planning Commission membership the following committees for two-year terms:

ZONING COMMITTEE - Three (3) members - To review, prior to public hearing, all requests for amendments to the zoning ordinance. The Committee may hold public hearings as it sees fit, particularly when establishing the initial zoning for any area, and may make recommendations to the Commission as a whole on all map or text changes.

SUBDIVISION COMMITTEE - Three (3) members - To recommend action to the Planning Commission on all matters coming before it for final recommendation and to approve preliminary plats and the preparation of final plats.

URBAN RENEWAL COORDINATING COMMITTEE - The Chairman and the Secretary shall serve as members of a Coordinating Committee

between the Planning Commission and the Urban Renewal Agency.

Section 4. Committees (ad hoc). The Chairman, with the consent of the Planning Commission, may appoint ad hoc committees as may be needed to assist in the business of the Planning Commission. The membership of such Committee(s) may include or be all non-commission members. All such committees shall be provided a formal charge and shall report to the Commission its findings and recommendations, unless otherwise directed.

Section 5. Liaison. To provide a liaison person to assist in coordination of planning efforts, the Chairman shall appoint for a one-year term a member to be a liaison officer with any other Planning Commission, when such coordination is deemed appropriate and desirable.

#### Article V - Meetings

Section 1. Regular Meetings: Time and Place. Regular meetings of the Planning Commission shall be held on the second and fourth Thursdays of each month, except when either of these days falls on a legal holiday, in which case the meeting shall be held the next working day. Unless otherwise pub-

licly announced by the Chairman, all meetings shall be held in the Planning Commission Meeting Room, 401 City Building Annex, 104 South Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding of its meeting by majority vote. Any such change shall be given wide publicity for the convenience of persons having business before the Commission.

Section 2. Policy Meetings: Time and Place. The Planning Commission shall hold additional informal meetings for the consideration and study of planning policy, studies, plan reports, amendments to the Comprehensive Plan, etc. The meetings will be held in the Planning Commission Meeting Room, 401 City Building Annex, 104 South Main Street, Wichita, Kansas, beginning at 7:00 p.m., provided the Planning Commission may adopt another hour, date and place of holding of its meeting by majority vote or by direction of the Planning Commission Chairman.

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No matters other than those enumerated in the notice shall be considered at a special meeting.

Section 4. Meeting Attendance. All regular, policy, and special meetings of the Planning Commission shall be open to public attendance and to attendance by representatives of the news media.

Section 5. Quorum. Five (5) members are required for a quorum of the Planning Commission. The affirmative vote of five (5) members also is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any regular, policy or special meeting, the presiding officer may adjourn the meeting to a later date which shall be publicly announced.

Section 6. Adjourned Meetings. Should the business before the Planning Commission not be completed, the Chairman may adjourn the meeting to a specific time, date and place until the matters on the original agenda are acted on.

Section 7. Conduct of Meetings. The Chairman shall preside at all meetings of the Planning Commission, except in his absence or disability, at which time the Vice-Chairman shall preside. In the absence or disability of both the Chairman and Vice-Chairman, the Secretary shall preside to elect an Acting Chairman.

Section 8. Parliamentary Procedure. In the absence of any provisions in the Planning Commission's rules to the contrary, the rules of procedure provided by Roberts Rules of Order shall prevail.

Planning Commission Rules:

1. Motions to "Receive and File" shall not be debateable.
2. Substitute motions may be made for prime motions provided that substitute motions be made immediately after the prime motion is made and before the prime motion is voted on. Substitute motions shall be made only once and shall be debateable only if the prime motion was

debateable. A substitute motion may be made without the consent of the maker of the prime motion.

3. Motions to reconsider any item shall be made by one of the members voting in favor of the item to be reconsidered. Motions to reconsider shall not be allowed in cases where the item proposed for reconsideration has previously been forwarded to and acted on by either of the governing bodies having jurisdiction over recommendations of the Planning Commission.
4. A second shall be required for all motions.
5. The Planning Commission may suspend the rules provided that the motion to suspend the rules take precedence over other prime motions; provided that no motion to suspend the rules shall be considered approved unless the length of time suspension will be in effect has been specified; provided that the motion to suspend the rules shall be approved by a majority of the quorum; and provided that no suspension of the rules shall be considered permanent.
6. Debate from the floor (audience) on any matter may be

limited at the discretion of the presiding officer when in his opinion such debate is repetitious, a restatement of previously stated facts or argument, contains statements impugning the character, integrity or actions of the Planning Commission or any Commissioner without support of such allegations, or when the course of business due to the number of matters to be considered and/or number of people requesting to be heard will not permit further debate. No debate shall be permitted from the floor after the Planning Commission shall have a motion before it, except at the discretion of the Chairman; and then only if it is felt that further information or discussion is needed prior to putting the motion to vote.

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3. Approval of minutes of previous meeting.
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7. Adjournment.

All deferred items in categories 5 and 6 shall take precedence over new items in those same categories.

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January 19, 1970

Board of City Commissioners  
City Building  
Wichita, Kansas 67202

Re: DR 69-31 - Amendment  
of MAPC Bylaws

Gentlemen:

As suggested by the City Commission, at its regular meeting of January 15, 1970, the Wichita-Sedgwick County Metropolitan Area Planning Commission considered an amendment to the revised by-laws to provide that the City Manager and Chairman of the Board of County Commissioners would be notified of any special meeting to be held by the Planning Commission.

After brief discussion, it was the action of the Planning Commission to amend Article V, Section 3, Special Meetings, to read as follows: (Wording added in the following section is underlined.)

"Special meetings may be called by the Chairman for whatever time and purpose he deems necessary or upon written request of a majority of the members of the Planning Commission. In the event a special meeting is called, notice as to time, date, place and reason for the meeting shall be given to all the members, the City Manager and the Chairman of the Sedgwick County Commission at least 24 hours before the meeting. Announcement of a special meeting at a regular meeting shall constitute notice to those members present. Members not present, the City Manager and the Chairman of the Sedgwick County Commission shall be notified by the Secretary.

"No matters other than those enumerated in the notice shall be considered at a special meeting."

Page 2 - Board of City Commissioners  
January 19, 1970

Copies of the Bylaws as amended are enclosed for the Commissioners' files.

SUGGESTED ACTION: Receive and file.

Respectfully submitted,

Robert A. Lakin  
Secretary

RAL:ber

Attachment



January 19, 1970

Board of County Commissioners  
320 Sedgwick County Courthouse  
Wichita, Kansas 67203

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SUGGESTED ACTION: Receive and file.

Respectfully submitted,

Robert A. Lakin  
Secretary

RAL:ber

Attachment

January 8, 1970

Wichita-Sedgwick County Metropolitan  
Area Planning Commission  
Robert A. Lakin, Secretary

Amendment to the Planning Commission Bylaws DR 69-31

At its regularly scheduled meeting of January 6, 1970, the Wichita City Commission approved and filed the newly adopted bylaws of the Wichita-Sedgwick County Metropolitan Area Planning Commission. As a part of the approval action, however, the City Commission, through the City Manager's Office, requested that the notification procedures in Article V, Section 3, of the bylaws be changed.

Article V, Section 3, Special Meetings, currently specifies that:

"Special meetings may be called by the Chairman for whatever time and purpose he deems necessary or upon written request of a majority of the members of the Planning Commission. In the event a special meeting is called, notice as to time, date, place and reason for the meeting shall be given to all the members at least 24 hours before the meeting. Announcement of a special meeting at a regular meeting shall constitute notice to those members present. Members not present shall be notified by the Secretary.

"No matters other than those enumerated in the notice shall be considered at a special meeting".

The City Commission suggested that Article V, Section 3, be changed to read:

"Special meetings may be called by the Chairman for whatever time and purpose he deems necessary or upon written request of a majority of the members of the Planning Commission. In the event a special meeting is called, notice as to time, date, place and reason for the meeting shall be given to all the members, the City Manager and the Chairman of the Sedgwick County Commission at least 24 hours before the meeting. Announcement of a special meeting at a regular meeting shall constitute notice to those members present. Members not present, the City Manager and the Chairman of the Sedgwick County Commission shall be notified by the Secretary.

"No matters other than those enumerated in the notice shall be considered at a special meeting".

Page 2 - Wichita-Sedgwick County Metropolitan  
Area Planning Commission  
January 8, 1970

Both the City Manager and the Chairman of the Sedgwick County Commission have been informed of the proposed change. The change was requested so that the City Manager and the Chairman of the Sedgwick County Commission may inform any of their Boards or Commissions of meetings which might affect their sphere of activities.

RAL:JAV:ber

December 23, 1969

Board of City Commissioners  
City Building  
Wichita, Kansas 67202

Re: DR 69-31 - MAPC bylaws

Gentlemen:

At the regular meeting of the Wichita-Sedgwick County Metropolitan Area Planning Commission on December 11, 1969, the adoption of bylaws was considered. It has been the feeling that it would be desirable to adopt bylaws, particularly to provide assistance to new members as they are appointed to the Commission and to establish routine procedure for the Commission's operation.

After brief discussion and minor amendments to the bylaws as submitted by the Staff, it was the action of the Planning Commission to adopt bylaws, as amended, effective December 11, 1969. Attached are copies for the City Commissioners for their information and files.

SUGGESTED ACTION: Receive and file.

Respectfully submitted,

Robert A. Lakin  
Secretary

RAL:ber

Attachment

December 23, 1969

Board of County Commissioners  
320 Sedgwick County Courthouse  
Wichita, Kansas 67203

Re: DR 69-31 - MAPC bylaws

Gentlemen:

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**SUGGESTED ACTION:** Receive and file.

Respectfully submitted,

Robert A. Lakin  
Secretary

RAL:ber  
Enclosure

BYLAWS

of the

WICHITA-SEDGWICK COUNTY  
METROPOLITAN AREA PLANNING COMMISSION

*Knapp's draft  
CART II 6-0*

*Troutman draft  
as amended  
McNair  
6-0*

Article I - Name

Section 1. Full Name. The full and correct name of the herein described planning advisory board shall be The Wichita-Sedgwick County Metropolitan Area Planning Commission which shall be used on all official actions and documents completed by the board.

Section 2. Shortened Names. Shortened names acceptable for referring to the planning advisory board, but not acceptable for official use, shall be the Commission, the Planning Commission or MAPC.

Article II - Objectives and Purpose

Section 1. Reference. The objectives and purpose of the Planning Commission of the City of Wichita and of Sedgwick County, Kansas, are those set forth in the Joint Ordinance-Resolution of the two governing bodies, published as Ordinance No. 29-610 of the Code of the City of Wichita, and those powers and duties delegated to the Planning Commission by the K.S.A. 1968, Supp. 12-716.

Article III - Code of Ethics

Section 1. Responsibility. Members of the Planning Commission shall be aware at all times of their responsibility to the citizenry of Sedgwick County, the City of Wichita and the member cities, and shall refrain from any recommendation or action that would benefit individuals or special interest groups rather than serve the best interests of the entire metropolitan area.

Section 2. Personal and Financial Interest. Members shall refrain from recommending or acting on any matter before the Planning Commission in which he has, either directly or indirectly, any ~~personal~~ or financial interest and of which such member has actual knowledge.

*having no bearing  
on the matter  
shown in the case*

Section 3. Favoritism. Members shall refrain from using their influence or position on the Planning Commission to show favoritism, in any respect, that could lead to the development of a clientele at a later date.

Article IV - Organization

Section 1. Membership. The Planning Commission shall be composed of eight members. Four shall be appointed by the Mayor of the City of Wichita with the concurrence of the Board of City Commissioners; and four shall be appointed by the Chair-



man of the Board of Sedgwick County Commissioners with the concurrence of the Board of County Commissioners. Members shall serve for a term of four years or until such time as they are reappointed or until a new appointment is made. County appointees must reside within Sedgwick County; City of Wichita appointees must reside within the City of Wichita when appointed.

Section 2. Officers. Officers of the Planning Commission shall be the Chairman, Vice-Chairman, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in February in ~~even numbered~~ years and shall serve for a term of <sup>one</sup> ~~two~~ years. The Chairman and Vice-Chairman shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The Chairman shall conduct all meetings and business, sign all Minutes and Comprehensive Development Plan resolutions, and other official papers and documents. The Chairman also shall represent the Planning Commission at all meetings with other agencies and boards.

The Vice-Chairman shall act in the manner and capacity as the Chairman in the absence of the Chairman.

The Secretary shall conduct all the business for the Planning Commission as directed and set forth by these by-

laws. The Secretary is hereby designated to act as the "responsible agent" for the Planning Commission in handling all federal, state and local contracts and agreements.

The Assistant Secretary shall act in the manner and capacity as the Secretary in the absence of the Secretary.

Section 3. Committees (Standing). The Chairman shall, within 30 days of his election, appoint from the Planning Commission membership the following committees for two-year terms:

ZONING COMMITTEE- Three (3) members. - To review, prior to public hearing, all requests for amendments to the zoning ordinance. The Committee may hold public hearings as it sees fit, particularly when establishing the initial zoning for any area, and may make recommendations to the Commission as a whole on all map or text changes.

SUBDIVISION COMMITTEE - Three (3) members. - To recommend action to the Planning Commission on all matters coming before it for final recommendation and to approve preliminary plats and the preparation of final plats.

URBAN RENEWAL COORDINATING COMMITTEE - The Chairman and the Secretary shall serve as members of a Coordinating Committee

between the Planning Commission and the Urban Renewal Agency.

Section 4. Committees (ad hoc). - The Chairman, with the consent of the Planning Commission, may appoint ad hoc committees as may be needed to assist in the business of the Planning Commission. The membership of such Committee(s) may include or be all non-commission members. All such committees shall be provided a formal charge and shall report to the Commission its findings and recommendations, unless otherwise directed.

Section 5. Liaison. To provide a liaison person to assist in coordination of planning efforts, the Chairman shall appoint for a one-year term a member to be a liaison officer with any other Planning Commission, when such coordination is deemed appropriate and desirable.

#### Article V - Meetings

Section 1. Regular Meetings: Time and Place. Regular meetings of the Planning Commission shall be held on the first and third Thursdays of each month, except when either of these days falls on a legal holiday, in which case the meeting shall be held the next working day. Unless otherwise pub-

licly announced by the Chairman, all meetings shall be held in the Planning Commission Meeting Room, 401 City Building Annex, 104 S. Main St., Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding of its meeting by majority vote. Any such change shall be given wide publicity for the convenience of persons having business before the Commission.

Section 2. Policy Meetings: Time and Place. The Planning Commission shall hold additional informal meetings for the consideration and study of planning policy, studies, plan reports, amendments to the Comprehensive Plan, and etc. The meetings will be held in the Planning Commission Meeting Room, 401 City Building Annex, 104 S. Main St., Wichita, Kansas, beginning at 7:00 p.m., provided the Planning Commission may adopt another hour, date and place of holding of its meeting by majority vote or by direction of the Planning Commission Chairman.

Section 3. Special Meetings. Special meetings may be called by the Chairman for whatever time and purpose he deems necessary or upon written request of a majority of the members of the Planning Commission. In the event a special meeting is called, notice as to time, date, place and reason for the

meeting shall be given to all the members at least 24 hours before the meeting. Announcement of a special meeting at a regular meeting shall constitute notice to those members present. Members not present shall be notified by the Secretary.

No matters other than those enumerated in the notice shall be considered at a special meeting.

Section 4. Meeting Attendance. All regular, policy, and special meetings of the Planning Commission shall be open to public attendance and to attendance by representatives of the news media.

Section 5. Quorum. Five (5) members are required for a quorum of the Planning Commission. The affirmative vote of five (5) members also is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any regular, policy or special meeting, the presiding officer may adjourn the meeting to a later date which shall be publicly announced.

Section 6. Adjourned Meetings. Should the business before the Planning Commission not be completed, the Chairman may adjourn the meeting to a specific time, date and place until the matters on the original agenda are acted on.

Section 7. Conduct of Meetings. The Chairman shall preside at all meetings of the Planning Commission, except in his absence or disability, at which time the Vice-Chairman shall preside. In the absence or disability of both the Chairman and Vice-Chairman, the Secretary shall preside to elect an Acting Chairman.

Section 8. Parliamentary Procedure. In the absence of any provisions in the Planning Commission's rules to the contrary, the rules of procedure provided by Roberts Rules of Order shall prevail.

Planning Commission Rules:

1. Motions to "Receive and File" shall not be debateable.
2. Substitute motions may be made for prime motions provided that substitute motions be made immediately after the prime motion is made and before the prime motion is

voted. Substitute motions shall be made only once and shall be debateable only if the prime motion was debateable. A substitute motion may be made without the consent of the maker of the prime motion.

3. Motions to reconsider any item shall be made by one of the members voting in favor of the item to be reconsidered. Motions to reconsider shall not be allowed in cases where the item proposed for reconsideration has previously been forwarded to and acted on by either of the governing bodies having jurisdiction over recommendations of the Planning Commission.
4. A second shall be required for all motions.
5. The Planning Commission may suspend the rules provided that the motion to suspend the rules take precedence over other prime motions; provided that no motion to suspend the rules shall be considered approved unless the length of time suspension will be in effect has been specified; provided that the motion to suspend the rules shall be approved by a majority of the quorum; and provided that no suspension of the rules shall be considered permanent.

6. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his opinion such debate is repetitious, a restatement of previously stated facts or argument, contains statements impugning the character, integrity or actions of the Planning Commission or any Commissioner without support of such allegations, or when the course of business due to the number of matters to be considered and/or number of people requesting to be heard will not permit further debate. No debate shall be permitted from the floor after the Planning Commission shall have a motion before it, except at the discretion of the Chairman; and then only if it is felt that further information or discussion is needed prior to putting the motion to vote.

7. All members of the Planning Commission shall vote on each item coming before the Commission unless they shall be excused by the presiding officer from so voting. Any member remaining silent on a vote without the consent of the presiding officer shall be considered to have voted in the affirmative. In the event of a division, the Chairman shall call for a roll call vote. The Secretary shall enter into the minutes the result, by name, of all roll call votes.



Section 9. Order of Business. In all meetings, the order of business shall be:

1. Call to order by the Chairman.
2. Invocation.
3. Approval of minutes of previous meeting.
4. General planning topics, i.e., studies, plan elements.
5. Recommendations of the Subdivision Committee.
6. Public hearings on zoning.
7. Adjournment.

All deferred items in categories 5 and 6 shall take precedence over new items in those same categories.

Section 10. Recording of Minutes. The Planning Commission shall cause the Secretary to keep and maintain complete records of all matters coming before the Commission. The Secretary shall also prepare and maintain permanent minutes to be kept in a binder available for public view and use. Permanent copies of minutes shall not be removed from the office of the Secretary of the Planning Commission except by order of the courts. Copies of the minutes of the Commission shall be furnished to all persons or bodies making request for same to the Secretary. The Secretary may make such changes as are necessary to recover the cost of making such copies.

Article VI - Amendments

Section 1. Procedure. These bylaws may be amended periodically by submitting the proposed amendment to the Planning Commission at least 7 days prior to consideration for adoption. A majority of five (5) members shall be required to adopt an amendment.

Section 2. Distribution. Copies of the bylaws shall be made available to the public.