

6-19-85

Approved
as Submitted

Note: Druryhoff signed new draft approved on
draft copy left w/ CM on 6-17-85

DR 83-22 - Amendment to MAPC
By-laws.

ACTION

COMMITTEE	DATE
M.A.P.C. <u>Informae</u>	<u>10-20-83</u>
B.C.C./B. CO. C.	<u>6-13-85</u> <u>6-19-85</u>
<i>MAPC approved as submitted</i>	<u>6-13-85</u>

RAL has written memo and scheduled for BCC/BCC

BCC <u>Approve</u>	<u>6-18-85</u>
<u>as Submitted</u>	
BCC <u>Approve</u>	<u>6-19-85</u>
<u>as Submitted</u>	

Note *Dringhoff signed law draft approval on*
Draft copy left w/cm off on 6-17-85

WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING DEPARTMENT

June 24, 1985

TO: Don Gisick, City Clerk
FROM: Robert L. Lakin, Director of Planning
SUBJECT: DR 83-22 - MAPC BYLAWS

On June 18, 1985 the City Commission concurred in the MAPC Bylaws as submitted. The copy that was available at that time was an inter-delineated copy. I have had the copy cleaned up and all signatures affixed. Attached is a fully executed copy for your file.

Robert A. Lakin

RAL:sad

Attach.

WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING DEPARTMENT

June 24, 1985

TO: Don Wright, County Clerk
FROM: Robert A. Lakin, Director of Planning
SUBJECT: DR 83-22 - MAPC BYLAWS

On June 18, 1985 the City Commission concurred in the MAPC Bylaws as submitted. The copy that was available at that time was an inter-delineated copy. I have had the copy cleaned up and all signatures affixed. Attached is a fully executed copy for your file.

Robert A. Lakin

RAL:sad

Attach.

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982, July 19, 1983, and September 11, 1984, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 1982, 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION
specified, shall
to-wit:

To cause
and such other
County; to

Executed copy.

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982, July 19, 1983, and September 11, 1984, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 1982, 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick County; to

hold public hearings as provided by law; to act as a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year. When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate another date for the next regular meeting. Unless otherwise publicly announced by the Chairman, all meetings shall be held in the City Commission Room, 1st Floor, City Hall, 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman for whatever time and purpose the Chairman deems necessary or upon written request of any three 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 of the City of Wichita, the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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 during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman may recess the meeting to a specific time, date and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman shall preside at all meetings of the Planning Commission, except in his/her absence, disability or vacancy, the Vice Chairman shall preside. In the absence, disability or vacancies of both the Chairman and Vice Chairman, the Secretary shall preside to elect an Acting Chairman.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired.

- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The Chair may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the Chair to approve an abstention from voting. 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.

ARTICLE IV

ORGANIZATION

SECTION 1. 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 September 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 and Vice Chairman shall not have been appointed by the same governing body. The Chairmanship shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman shall conduct all meetings and business, sign Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents:

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 Secretary or a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the Chairman.

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

SECTION 2. Committees (Standing). The Chairman shall, within 30 days of his/her election, appoint from the Planning Commission membership the following committees for a one year term:

SUBDIVISION COMMITTEE. Shall be comprised of four members and shall recommend action to the Planning Commission on all matters coming before it for final recommendation (administration of the Subdivision Rules and Regulations; changes thereto; establishing street names; review of vacations, dedications, access control issues and other direct land development issues relating to form and infrastructure) and to approve preliminary plats and authorize preparation of final plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of four members and shall provide guidance to staff in developing, formulating and considering projections, forecasts, goals and objectives, proposals, plans and policies that affect the long term physical, social and economic character of the planning area.

SECTION 3. 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 4. Committees (general rules). The Chairman shall designate the Chairman for each committee appointed. The Chair shall appoint at least one member to each committee who has not served on the same committee the previous year. No Committee Chairman shall succeed themselves the following year. Any member present shall constitute a quorum and may conduct such business when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances applicable thereto. Provided, however, that notices of the proposed amendments be furnished by the Secretary to the Commission members not less than five (5) days prior to the meeting at which said amendments are to be considered. A copy of the bylaws will be filed with the Office of the City Clerk of the City of Wichita and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the bylaws of the Wichita-Sedgwick County Metropolitan Area Planning Commission.

Dated this 13th day of June, 1985.


Chairman

ATTEST:


Secretary

Concurred in by Board of City Commission - 6-16-85
Concurred in by Board of County Commission - 6-19-85

WICHITA-SEDGWICK COUNTY

METROPOLITAN AREA PLANNING DEPARTMENT

June 6, 1985

TO: Metropolitan Area Planning Commission
FROM: Robert A. Lakin, Director of Planning
SUBJECT: Bylaws

In 1983 the MAPC revised their Bylaws and we have operated under them since that time. However due to differences in whether the term Chairman, Chairperson or President was to be used to denote the presiding officer, they were not ratified by the governing bodies. The City wanted the term President, the County did not. Rather than make this an issue, the Bylaws were set aside and not submitted to the Board of City Commissioners. The Bylaws as last adopted by MAPC are attached.

I would like to resolve this issue before I leave and would ask MAPC to readopt and reaffirm its November 1983 action. The only changes would be recital of one additional supplemental agreement on page 1 (Article 1, Section 1) and a new adoption date on page 12.

One additional change should be made if the Commission wishes to continue action initiated by the Chairman in late 1984. The Commission asked that when a subcommittee member could not attend, an alternate be called and allowed to vote. This conflicts with the last sentence in Article IV, Section 4 on page 11. If the Commission wishes to continue current practice, I suggest the following be substituted for that sentence:

"If a regularly appointed committee member cannot attend a meeting of the committee, the Secretary shall call in rotation from a roster to obtain another MAPC member for that meeting, said member to have all rights of discussion and voting as the regular member".

Robert A. Lakin

RAL:sad

Attachment: 11-21-83 draft

cc: Robert Finch, Interim City Manager
Tim Witsman, County Administrator

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, and September 11, 1984, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 1973, 1982, Supp. 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick County; to

hold public hearings as provided by law; to act as ~~A-95-Clearinghouse~~; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held ~~on the second and fourth Thursday of each month; every other Thursday,~~ in accordance with a schedule of meeting dates approved by the Commission each year. When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate the another date for the next regular meeting. ~~unless said meeting dates for the year shall have been adopted and approved by the Commission.~~ Unless otherwise publicly announced by the Chairman, all meetings shall be held in the Planning City Commission Meeting Room, 404 1st Floor, City Building Hall, Annex, 104 South 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the meeting Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and news media. Any member of the

Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman for whatever time and purpose he the Chairman deems necessary or upon written request of any three 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 of the of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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- during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman may adjourn recess the meeting to a specific time, date and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman shall preside at all meetings of the Planning Commission, except in ~~his~~ his/her absence, disability or vacancy, the Vice Chairman shall preside. In the absence,

disability or vacancies of both the Chairman and Vice Chairman, the Secretary shall preside to elect an Acting Chairman.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; ~~quorum~~; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. ~~Those persons speaking on a given item or case from the floor may speak only two times.~~

- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The Chair may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the Chair to approve an abstention from voting. 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.

ARTICLE IV

ORGANIZATION

SECTION 1. 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 September 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 and Vice Chairman shall not have been appointed by the same governing body. The Chairmanship shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents.

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 Secretary or his a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the Chairman.

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

SECTION 2. Committees (Standing). The Chairman shall, within 30 days of his/her election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING COMMITTEE. -- Shall be three in number 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. Shall be comprised of three four members in number to and shall recommend action to the Planning Commission on all matters coming before it for final recommendation (administration of the Subdivision Rules and Regulations; changes thereto; establishing street names; review of vacations, dedications, access control issues and other direct land development issues relating to form and infrastructure) and to approve preliminary plats and authorize preparation of final plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three four members in number to study, and shall provide guidance to staff in developing, formulating and considering projections, forecasts, goals and objectives, proposals, plans and policies that affecting the long term physical, social and economic character of the planning area.

SECTION 3. 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 4. Committees (general rules). The Chairman shall designate the Chairman for each committee appointed. The Chair shall appoint at least one member to each committee who has not served on the same committee the previous year. No Committee Chairman shall succeed themselves the following year. Any member present shall constitute a quorum and may conduct such business ~~and committee meetings~~ when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances applicable thereto. Provided, however, that notices of the proposed amendments be furnished by the Secretary to the Commission members not less than five (5) days prior to the meeting at which said amendments are to be considered. A copy of the bylaws will be filed with the Office of the City Clerk of the City of Wichita and the Chairman of the Board of County Commissioners.

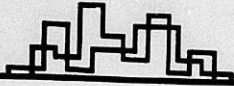
The above and foregoing bylaws are hereby adopted as the bylaws of the Wichita-Sedgwick County Metropolitan Area Planning Commission.

Dated this 14th-- 13th day of February----June, 1974- 83 85.

Chairman

ATTEST:

Secretary



L. E. GARDNER, INCORPORATED

601 N. BROADWAY WICHITA, KANSAS 67214 AREA CODE 316 264-9181

REAL ESTATE SERVICES

15 September, 1984

Mr. Robert Lakin, Director
Wichita-Sedgwick County Metropolitan Area Planning Department
455 N. Main
Wichita, Kansas 67202

Re: Bylaws provision for Subdivision Committee Substitutes

Dear Bob:

As an interested participant over the past several years on the Commission and the Subdivision Committee, I was unaware of the provision within the Bylaws whereby alternate Commissioners would serve on the Subdivision Committee in the event of an absence of a "Regular Committee Member." I would be most appreciative, if you could share with me where that "provision" from within the Bylaws might be found. For that matter it would be interesting to know the "status" of the MAPC Bylaws, with respect to adoption by the Planning Commission, City Commission, and County Commission, as well as what directives from these particular bodies instructed the re-drafting of the Bylaws.

My intent is not to quarrel with recent events, but rather to question for better understanding, the basis within the Bylaws for the changes, and to clarify the "status" of the MAPC Bylaws with respect to adoption by the governing bodies.

Thank you for your time and counsel on these items.

Respectfully,


James L. Gardner, II

JG:s

RECEIVED

SEP 17 1984

METROPOLITAN PLANNING

ROUTE

THE CITY OF WICHITA

OFFICE OF Law Department

DATE October 24, 1983

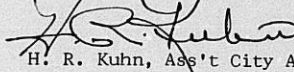
TO Robert A. Lakin, Director of Planning
FROM H. R. Kuhn, Ass't City Attorney

SUBJECT MAPC Bylaws

As directed by John Dekker, Director of Law, I have reviewed the draft of the proposed bylaws for MAPC. They appear to be satisfactory as to form. They appear to have been effectively "neutered". I'm assuming it was your intent to eliminate the "zoning committee".

If I can be of further assistance, please advise.

Respectfully submitted,



H. R. Kuhn, Ass't City Attorney

HRK/mb

cc: John Dekker

RECEIVED

OCT 25 1983

METROPOLITAN PLANNING

ROUTE

THE CITY OF WICHITA
OFFICE OF CITY MANAGER

DATE January 18, 1984

RECEIVED

JAN 20 1984

TO The Honorable Board of City Commissioners

METROPOLITAN PLANNING

FROM E. H. Denton, City Manager

ROUTE _____

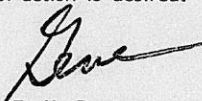
SUBJECT Bylaws Amendment -- City-County
Joint Boards

Each of you has received a copy of Mr. Gene Sroufe's letter to me of January 17, 1984, regarding the problem that has arisen in amending the Board of Health bylaws to reflect the titles of president and vice president.

Because the amendments cannot be made without the county's concurrence, it is suggested that the appropriate time to resolve the matter would be during the 1984 negotiations for 1985 joint agreements.

Changes to the bylaws of the Metropolitan Area Planning Commission and the Wichita-Sedgwick County Emergency Communications Advisory Board will also be delayed until the joint agreements can be amended.

Please advise me if a different course of action is desired.



E. H. Denton
City Manager

EHD/fpd

cc: Robert A. Lakin, Director of Planning
Dr. Fred Tosh, Director of Community Health
Ken Duckworth, Director of Emergency Communications (w/a)

September 15, 1983

Robert K. Chisholm, Chairman
Metropolitan Area Planning Commission
Robert A. Lakin, Director of Planning

Bylaws

On your September 22 agenda there appears an item for the appointment of the Advance Plans Committee and the Zoning Committee. It has been several years since our bylaws have been revised. Your bylaws provide for committees of three persons for the Subdivision, Advance Plans and Zoning Committees.

Inasmuch as we are proposing to go to countywide zoning, and since the Zoning Committee has never dealt with individual zone cases, it would be my suggestion that you and the Commission may want to consider amending your bylaws to delete the activity of the Zoning Committee. You then may wish to consider putting four persons on the Advance Plans Committee, and four on the Subdivision Committee, with your Chairman and Vice Chairman being free and available to join with and meet with any of the committees in their deliberation. With a four person committee there may be a need to set some operating rules, such as two persons are sufficient to conduct business, etc. These items, however, could be reviewed and considered in developing these specific changes.

As you may be aware, the City Commission has generally set the policy that the presiding officer and the vice chairman will henceforth be designated by the terms of President and Vice President of the committee or commission. Although we have not received official communication on this, we will be receiving in the next few days a memorandum from the City Manager to all board and commission staffing persons that bylaws should be amended at the next opportunity that changes are made. We need take no immediate action to bring us into the President terminology, but it seems appropriate in terms of timing to look at our committee structure and to also conform to the new direction established by the City Commission.

May I suggest that on your appointments for September 22, that you establish your Advance Plans Committee and defer action on the Zoning Committee. I would then suggest that the staff be directed

Ham

Bring to Draft to MARC on informal agenda.

Robert K. Chisholm, Chairman
Metropolitan Area Planning Commission
September 15, 1983
Page 2

to prepare amendments to your bylaws, and that they be reviewed with the Chairman and Vice Chairman prior to submission to the Metropolitan Area Planning Commission for their consideration.

Robert A. Lakin
Director of Planning

RAL:rme

cc: Metropolitan Area Planning Commission
Jack H. Galbraith, Chief Planner, Current Plans Division

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 1973-1982, Supp. 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick

County; to hold public hearings as provided by law; to act as ~~A-95-Clearinghouse~~; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held ~~on the second and fourth Thursday of each month; every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year.~~ When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate the another date for the next regular meeting. ~~unless said meeting dates for the year shall have been adopted and approved by the Commission.~~ Unless otherwise publicly announced by the ~~Chairman; President,~~ all meetings shall be held in the Planning City Commission Meeting Room, 407 1st Floor, City Building Hall, Annex, 104-South 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the meeting Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and

news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman President for whatever time and purpose he the President deems necessary or upon written request of any three 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 of the City of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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- during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman President may adjourn recess the meeting to a specific time, date

and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman President shall preside at all meetings of the Planning Commission, except in ~~his~~ his/her absence, disability or vacancy, the Vice Chairman President shall preside. In the absence, disability or vacancies of both the Chairman President and Vice Chairman President, the Secretary shall preside to elect an Acting Chairman President.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; ~~quorum~~; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. Those persons speaking on a given item or case from the floor may speak only two times.
- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The Chair President may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the chair President to approve an abstention from

voting. In the event of a division, the Chairman President shall call for a roll call vote. The Secretary shall enter into the minutes the result, by name, of all roll call votes.

ARTICLE IV

ORGANIZATION

SECTION 1. Officers. Officers of the Planning Commission shall be the Chairman; President, Vice Chairman; President, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in September and shall serve for a term of one year. The Chairman President and Vice Chairman President shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The Chairman President and Vice Chairman President shall not have been appointed by the same governing body. The Chairmanship office of President shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman President shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents.

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

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 Secretary or his a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the Chairman President.

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

SECTION 2. Committees (Standing). The Chairman President shall, within 30 days of his election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING COMMITTEE.--Shall be three in number 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. Shall be comprised of three four members in number to and shall recommend action to the Planning Commission on all matters coming before it for final recommendation (administration of the Subdivision Rules and Regulations; changes thereto; establishing street names; review of vacations, dedications, access control issues and other direct land development issues relating to form and infrastructure) and to approve preliminary plats and authorize preparation of final plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three four members in number to study; and shall provide guidance to staff in developing, formulating and considering projections, forecasts, goals and objectives, proposals, plans and policies that affecting the long term physical, social and economic character of the planning area.

SECTION 3. Committees (ad hoc). The Chairman President 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 4. Committees (general rules). The Chairman President shall designate the Chairman President and Vice President for each committee appointed. Any member present shall constitute a quorum and may conduct such business and committee meetings when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections

thereof at any time when the same is not in conflict or in con-
travention of any of the laws of the State of Kansas or ordinances
applicable thereto. Provided, however, that notices of the pro-
posed amendments be furnished by the Secretary to the Commission
members not less than five (5) days prior to the meeting at which
said amendments are to be considered. A copy of the bylaws will
be filed with the Office of the City Clerk of the City of Wichita
and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the
bylaws of the Wichita-Sedgwick County Metropolitan Area Planning
Commission.

Dated this 14th day of February, 1974- 83.

Chairman President

ATTEST:

Secretary

WICHITA-SEDGWICK COUNTY

METROPOLITAN AREA PLANNING DEPARTMENT

DATE 070.1041
Drew 1
October 28, 1983

RE: AGENDA ITEM NO. 12

TO Wichita-Sedgwick County Metropolitan Area Planning
Commission
FROM Robert A. Lakin, Director of Planning
SUBJECT DR 83-22 - Amendment to the MAPC Bylaws

Attached is a draft revision of your bylaws for consideration and adoption. Two main areas are proposed for change other than "clean up" items, such as corrected meeting rooms and times.

The major area is the change requested by the City Commission of all of its boards and commissions that, as bylaws are otherwise changed and amended, the title "Chairman" be changed to the title "President". At our work session, it was pointed out by a County Commissioner that such change would not likely be accepted by the County. This leaves the MAPC in a difficult position if your appointing authorities do not agree on title terminology. It may be that you will want to leave titles as is and request the City Commission to concur in such action. Otherwise a stalemate may occur and the net result would be that the titles remain the same and the bylaws remain out of date in other respects, including committee structure.

The second area of concern was our committee structure. It has been my feeling that the Zoning Committee has not functioned as a recommending group for nearly two decades except in rare and limited cases. When such effort is needed, the Chairman can appoint an ad hoc committee to handle the issue. Therefore, I recommend we abandon the Zoning Committee.

If you do this, it is my recommendation that the two standing committees (Advance Plans and Subdivision) be four members each. This would allow the return to a practice where the Chair and Vice Chair are at liberty to meet with committees but are not regular and voting committee members. An issue raised in our work sessions related to "rotation of appointees" and "extended service" by remaining on a committee over time. I have always felt strongly that our Subdivision Committee was an excellent learning experience for planning commissioners. Yet the committee is of such importance that we clearly need continuity and experience also. Thus in the past, when the Chair asked for my thoughts, I've recommended (for a 3 person committee) rotating one off, keep two, and add one new member. This seemed to work quite well for many years.

In Article V, Section 4 of the draft, the Commission may wish to consider the following language to be inserted after the first sentence:

"The membership of each committee shall include at least two members who have not served on the same committee the previous year. The Chair may, for the Subdivision Committee, reappoint more than two members who have served the previous year on the Subdivision Committee if all other possible appointees refuse such appointment."

or

5-2 ["The Chair shall appoint ^{at least one member} two members to each committee who ~~have~~ not served on the same committee the previous year and who shall replace the two most senior (in length of current committee service) committee members."]

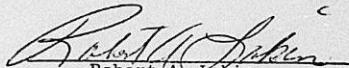
You may also wish to add the following:

"No committee chairman shall succeed themselves the following year."

Recommendation.

Approve the amended bylaws effective upon the concurrence of both the Board of City Commissioners and the Board of County Commissioners subject to:

- 1) The selection of terminology for the Chair.
- 2) Committee structure language.
- 3) Such other additions or deletions as the MAPC deems appropriate.


Robert A. Lakin
Director of Planning

RAL:rme
Attachment

cc: Board of County Commissioners
E. H. Denton, City Manager

P
CS
Peter
ML
8-34
3
Goodman
Bayne
Wright

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 4973; 1982, Supp- 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick

Draft 10-27-83
use current date

County; to hold public hearings as provided by law; to act as A-95-Clearinghouse; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held ~~on the second and fourth Thursday of each month~~; every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year. When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate the another date for the next regular meeting. ~~unless said meeting dates for the year shall have been adopted and approved by the Commission.~~ Unless otherwise publicly announced by the ~~Chairman~~, President, all meetings shall be held in the Planning City Commission Meeting Room, 401 1st Floor, City Building Hall, Annex, ~~104 South~~ 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the ~~meeting~~ Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and

Draft 10-27-83

news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the ~~Chairman~~ President for whatever time and purpose he ~~the~~ Chairman ~~President~~ deems necessary or upon written request of any three 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 of the City of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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 during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman ~~President~~ may adjourn recess the meeting to a specific time, date

and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The ~~Chairman~~ ~~President~~ shall preside at all meetings of the Planning Commission, except in his his/her absence, disability or vacancy, the Vice ~~Chairman~~ ~~President~~ shall preside. In the absence, disability or vacancies of both the ~~Chairman~~ ~~President~~ and Vice ~~Chairman~~ ~~President~~, the Secretary shall preside to elect an Acting ~~Chairman~~ ~~President~~.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; quorum; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. ~~Those persons speaking on a given item or case from the floor may speak only two times.~~
- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The Chair President may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the Chair President to approve an abstention from

voting. In the event of a division, the ~~Chairman~~ ~~President~~ shall call for a roll call vote. The Secretary shall enter into the minutes the result, by name, of all roll call votes.

ARTICLE IV

ORGANIZATION

SECTION 1. Officers. Officers of the Planning Commission shall be the ~~Chairman~~ ~~President~~, Vice ~~Chairman~~ ~~President~~, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in September and shall serve for a term of one year. The ~~Chairman~~ ~~President~~ and Vice ~~Chairman~~ ~~President~~ shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The ~~Chairman~~ ~~President~~ and Vice ~~Chairman~~ ~~President~~ shall not have been appointed by the same governing body. The ~~Chairmanship~~ ~~office of President~~ shall be alternated between Sedgwick County and City of Wichita appointees each election.

The ~~Chairman~~ ~~President~~ shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents.

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

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 Secretary or his a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the ~~Chairman~~ President.

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

SECTION 2. Committees (Standing). The ~~Chairman~~ President shall, within 30 days of his ^{the} election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING COMMITTEE. -- Shall be three in number 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. Shall be comprised of three ~~four~~ members in number to and shall recommend action to the Planning Commission on all matters coming before it for final recommendation (administration of the Subdivision Rules and Regulations; changes thereto; establishing street names; review of vacations, dedications, access control issues and other direct land development issues relating to form and infrastructure) and to approve preliminary plats and authorize preparation of final plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three ~~four members in number to study;~~ and shall provide guidance to staff in developing, formulating and considering projections, forecasts, goals and objectives, proposals, plans and policies that affecting the long term physical, social and economic character of the planning area.

SECTION 3. Committees (ad hoc). The Chairman ~~President~~ 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 4. Committees (general rules). The ~~Chairman~~ President shall designate the ~~Chairman~~ President and ~~Vice President~~ for each committee appointed. * Any member present shall constitute a quorum and may conduct such business and ~~committee meetings~~ when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections

*(combine all) * The Chair shall appoint at least one member to each committee who has not served on the same committee the previous year. The committee Chairman shall assume themselves the following year*

thereof at any time when the same is not in conflict or in con-
travention of any of the laws of the State of Kansas or ordinances
applicable thereto. Provided, however, that notices of the pro-
posed amendments be furnished by the Secretary to the Commission
members not less than five (5) days prior to the meeting at which
said amendments are to be considered. A copy of the bylaws will
be filed with the Office of the City Clerk of the City of Wichita
and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the
bylaws of the Wichita-Sedgwick County Metropolitan Area Planning
Commission.

Dated this 14th day of February, 1974- 83.

Chairman ~~President~~

ATTEST:

Secretary

Draft 10-27-83

November 21, 1983

Board of City Commissioners
(through E. H. Denton, City Manager)
Robert A. Lakin, Director of Planning

MAPC Bylaws Amendments

Background:

The MAPC has considered renewal amendments to their bylaws. The need for amendments came about as a result of discussion on MAPC committee structure. At the same time renewal cleanup items were adjusted, such as meeting place and times.

Acknowledging recent action by the Board of City Commissioners, a draft was prepared changing Chairman and Vice Chairman to President and Vice President.

The MAPC has discussed both the title issue and the committee structure issue extensively.

Consideration:

In discussing the issue of the title for presiding officers, it was felt that no change should be made as a joint City-County board until the desires and wishes of the County Commission were known. It was pointed out in a work session that the County has not considered such changes. It was also noted that basic documents creating such joint boards contained the term "Chairman". It was suggested that bylaws could or should not be changed to provide other terms until the basic documents are changed in consultation with both governing bodies.

As to the committee discussion, the issue was largely over the size of committees and as to whether some mandatory notation of membership should be considered.

Recommendation:

The MAPC after extensive discussion and debate have adopted the attached revised bylaws. They are provided in interdelinated form to assist in identifying changes. They recommended the concurrence of both governing bodies and invite the response of the Board of County Commissioners as to their desires on the term used for presiding officers.

Board of City Commissioners
(through E. H. Denton, City Manager)
November 21, 1983
Page 2

Recommended Action:

Receive and file and concur in the action of the Metropolitan Area
Planning Commission.

Robert A. Lakin
Director of Planning

RAL:rme
Attachment

cc: John Dekker, Director of Law
Metropolitan Area Planning Commission
Board of County Commissioners
Tim Witsman, County Administrator
William D. Rustin, County Counselor

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, ^{and Sept 11, 1984,} between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 1973; 1982, Supp. 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick

Draft 11-21-83

County; to hold public hearings as provided by law; to act as ~~A-95-Clearinghouse~~; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held on ~~the second and fourth Thursday of each month~~; every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year. When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate ~~the~~ another date for the next regular meeting, ~~unless said meeting dates for the year shall have been adopted and approved by the Commission.~~ Unless otherwise publicly announced by the Chairman, all meetings shall be held in the Planning City Commission Meeting Room, 401 1st Floor, City Building Hall, Annex, 104 South 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the meeting Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and

Draft 11-21-83

news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman for whatever time and purpose he the Chairman deems necessary or upon written request of any three 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 of the of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

Draft 11-21-83

SECTION 5. 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: during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman may adjourn recess the meeting to a specific time, date and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman shall preside at all meetings of the Planning Commission, except in ~~his~~ his/her absence, disability or vacancy, the Vice Chairman shall preside. In the absence, disability or vacancies of both the Chairman and Vice Chairman, the Secretary shall preside to elect an Acting Chairman.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; quorum; and provided that no suspension of the rules shall be considered permanent.
- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by

by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. ~~Those persons speaking on a given item or case from the floor may speak only two times.~~

- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The Chair may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the Chair to approve an abstention from voting. 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.

ARTICLE IV

ORGANIZATION

SECTION 1. 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 September 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 and Vice Chairman shall not have been appointed by the same governing body. The Chairmanship shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, sub-division plats, and other official papers and documents.

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 Secretary or his- a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the Chairman.

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

SECTION 2. Committees (Standing). The Chairman shall, within 30 days of his/her election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING COMMITTEE.-- Shall be three in number 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.~~

Draft 11-21-83

SUBDIVISION COMMITTEE. Shall be comprised of three four members in-number-to and shall recommend action to the Planning Commission on all matters coming before it for final recommendation (administration of the Subdivision Rules and Regulations; changes thereto; establishing street names; review of vacations, dedications, access control issues and other direct land development issues relating to form and infrastructure) and to approve preliminary plats and authorize preparation of final plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three four members in-number-to study; and shall provide guidance to staff in developing, formulating and considering projections, forecasts, goals and objectives, proposals, plans and policies that affecting the long term physical, social and economic character of the planning area.

SECTION 3. 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

Draft 11-21-83

shall report to the Commission its findings and recommendations, unless otherwise directed.

SECTION 4. Committees (general rules). The Chairman shall designate the Chairman for each committee appointed. The Chair shall appoint at least one member to each committee who has not served on the same committee the previous year. No Committee Chairman shall succeed themselves the following year. Any member present shall constitute a quorum and may conduct such business ~~and committee meetings~~ when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances

applicable thereto. Provided, however, that notices of the proposed amendments be furnished by the Secretary to the Commission members not less than five (5) days prior to the meeting at which said amendments are to be considered. A copy of the bylaws will be filed with the Office of the City Clerk of the City of Wichita and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the bylaws of the Wichita-Sedgwick County Metropolitan Area Planning Commission.

Dated this ^{13th} ~~14th~~ day of ^{June} ~~February~~, 1974- ⁸⁵ ~~83~~.

Chairman

ATTEST:

Secretary

Draft 11-21-83

October 28, 1983

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

DR 83-22 - Amendment to the MAPC Bylaws

Attached is a draft revision of your bylaws for consideration and adoption. Two main areas are proposed for change other than "clean up" items, such as corrected meeting rooms and times.

The major area is the change requested by the City Commission of all of its boards and commissions that, as bylaws are otherwise changed and amended, the title "Chairman" be changed to the title "President". At our work session, it was pointed out by a County Commissioner that such change would not likely be accepted by the County. This leaves the MAPC in a difficult position if your appointing authorities do not agree on title terminology. It may be that you will want to leave titles as is and request the City Commission to concur in such action. Otherwise a stalemate may occur and the net result would be that the titles remain the same and the bylaws remain out of date in other respects, including committee structure.

The second area of concern was our committee structure. It has been my feeling that the Zoning Committee has not functioned as a recommending group for nearly two decades except in rare and limited cases. When such effort is needed, the Chairman can appoint an ad hoc committee to handle the issue. Therefore, I recommend we abandon the Zoning Committee.

If you do this, it is my recommendation that the two standing committees (Advance Plans and Subdivision) be four members each. This would allow the return to a practice where the Chair and Vice Chair are at liberty to meet with committees but are not regular and voting committee members. An issue raised in our work sessions related to "rotation of appointees" and "extended service" by remaining on a committee over time. I have always felt strongly that our Subdivision Committee was an excellent learning experience for planning commissioners. Yet the committee is of such importance that we clearly need continuity and experience also. Thus in the past, when the Chair asked for my thoughts, I've recommended (for a 3 person committee) rotating one off, keep two, and add one new member. This seemed to work quite well for many years.

W-SC Metropolitan Area Planning
Commission
October 28, 1983
Page 2

In Article V, Section 4 of the draft, the Commission may wish to consider the following language to be inserted after the first sentence:

"The membership of each committee shall include at least two members who have not served on the same committee the previous year. The Chair may, for the Subdivision Committee, reappoint more than two members who have served the previous year on the Subdivision Committee if all other possible appointees refuse such appointment."

or

"The Chair shall appoint two members to each committee who have not served on the same committee the previous year and who shall replace the two most senior (in length of current committee service) committee members."

You may also wish to add the following:

"No committee chairman shall succeed themselves the following year."

Recommendation.

Approve the amended bylaws effective upon the concurrence of both the Board of City Commissioners and the Board of County Commissioners subject to:

- 1) The selection of terminology for the Chair.
- 2) Committee structure language.
- 3) Such other additions or deletions as the MAPC deems appropriate.

Robert A. Lakin
Director of Planning

RAL:rme
Attachment

cc: Board of County Commissioners
E. H. Denton, City Manager

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. ~~1973-~~ 1982, Supp. 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick

Draft 10-27-83

County; to hold public hearings as provided by law; to act as ~~A-95-Clearinghouse~~; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held ~~on the second and fourth Thursday of each month; every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year.~~ When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate ~~the another~~ date for the next regular meeting, ~~unless said meeting dates for the year shall have been adopted and approved by the Commission.~~ Unless otherwise publicly announced by the ~~Chairman;~~ President, all meetings shall be held in the Planning City Commission Meeting Room, 404 1st Floor, City Building Hall, Annex, 104 South 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the meeting Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and

Draft 10-27-83

news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman President for whatever time and purpose he the President deems necessary or upon written request of any three 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 of the City of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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 during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the ~~Chairman~~ President may adjourn recess the meeting to a specific time, date

and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman President shall preside at all meetings of the Planning Commission, except in ~~his~~ his/her absence, disability or vacancy, the Vice Chairman President shall preside. In the absence, disability or vacancies of both the Chairman President and Vice Chairman, President, the Secretary shall preside to elect an Acting ~~Chairman~~ President.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; ~~quorum~~; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. ~~Those persons speaking on a given item or case from the floor may speak only two times.~~
- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The ~~Chair~~ President may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the ~~chair~~ President to approve an abstention from

voting. In the event of a division, the Chairman President shall call for a roll call vote. The Secretary shall enter into the minutes the result, by name, of all roll call votes.

ARTICLE IV

ORGANIZATION

SECTION 1. Officers. Officers of the Planning Commission shall be the Chairman; President, Vice Chairman; President, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in September and shall serve for a term of one year. The Chairman President and Vice Chairman President shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The Chairman President and Vice Chairman President shall not have been appointed by the same governing body. The Chairmanship office of President shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman President shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents.

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

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 Secretary or his a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the Chairman President.

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

SECTION 2. Committees (Standing). The Chairman President shall, within 30 days of his election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING COMMITTEE.---Shall be three in number 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 recommenda-
tions to the Commission as a whole on all map or text
changes.~~

SUBDIVISION COMMITTEE. Shall be comprised of three four
members in number to and shall recommend action to the
Planning Commission on all matters coming before it for
final recommendation (administration of the Subdivision
Rules and Regulations; changes thereto; establishing
street names; review of vacations, dedications, access
control issues and other direct land development issues
relating to form and infrastructure) and to approve
preliminary plats and authorize preparation of final
plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three
four members in number to study; and shall provide
guidance to staff in developing, formulating and
considering projections, forecasts, goals and objectives,
proposals, plans and policies that affecting the long
term physical, social and economic character of the
planning area.

SECTION 3. Committees (ad hoc). The Chairman President
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 4. Committees (general rules). The Chairman President shall designate the Chairman President and Vice President for each committee appointed. Any member present shall constitute a quorum and may conduct such business and committee meetings when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections

thereof at any time when the same is not in conflict or in con-
travention of any of the laws of the State of Kansas or ordinances
applicable thereto. Provided, however, that notices of the pro-
posed amendments be furnished by the Secretary to the Commission
members not less than five (5) days prior to the meeting at which
said amendments are to be considered. A copy of the bylaws will
be filed with the Office of the City Clerk of the City of Wichita
and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the
bylaws of the Wichita-Sedgwick County Metropolitan Area Planning
Commission.

Dated this 14th day of February, 1974- 83.

Chairman President

ATTEST:

Secretary

Draft 10-27-83

Document Name:
PC BYLAWS

Requestor's ID:
OP2PLAN

Author's Name:
RAL:rme

Document Comments:
Draft

Amendment to the
By-Laws

DR-83-221 MAPC

To MAPC
From RAL

Attached is a draft ^{of your by-law} revision for consideration of your by-law. Two main areas ~~are~~ ^{are proposed for} change other than "clean up" items such as corrected meeting room times.

The major areas are the changes requested by the City Commission of all of its boards + commissions as by-law are otherwise changed and amended. This is the change from "Chairman" to the title "President". At our work session, it was pointed out by the County Commissioner that such change would not likely be accepted by the County. This leaves the MAPC Commission in a difficult position if your appointing ~~authorities~~ authorities do not agree on ~~of the~~ title terminology. It may be ~~more~~ that you will want to leave titles as is + request the City Commission to concur in such action. Otherwise a stalemate may occur + the net result is the ~~titles~~ titles remain the same + the by-law remains out of date in other respects including committee structure.

The second area of concern was committee structure. It has been my feeling that the zoning committee has not functioned as a recommending group for nearly two decades except in rare + limited cases. ~~As such~~ When such effort is needed, the Chair Chairman can appoint an ad hoc committee to ~~deal~~ handle the issue. Therefore, I recommend we abandon the zoning committee.

2. ^{if you} ~~do~~ do this, it is my recommendation that ~~to~~ the two ~~other~~ standing committees (Advisory plans and subdivision) be four members each. This would allow the ~~the~~ network to a practice of the Chair and Vice Chair ~~not~~ being at liberty to meet with committee but not being a voting member. The other issues

raised in our work sessions related to "rotation of appointees" and extended service by remaining on a committee over time. I have always felt ~~strongly~~ strongly that our subdivision committee was an excellent learning experience for new planning commissioners. Yet the committee is of such importance that we clearly need continuity and experience also. Thus in the past, when the Chair asked for my thoughts, I've recommended (for a 3 person committee) rotating one off, keep two and add one new member. This seemed to work quite well for many years.

In Article IV Section 4, the Commission may wish to consider the following language to be inserted after the first sentence:

~~The committee membership members of the~~

"The committee membership ^{of each committee} shall ^{be} composed of at least two members who have not served on the same committee the previous year. The Chair may for the Subdivision committee reappoint more than two members who have served the previous year on the S/D committee if all other possible appointees refuse such appointment."

or

"The Chair shall appoint two members to each committee who have not served on the same committee the previous year and who shall replace the two most senior ~~in~~ (in length of current committee service) committee members."

2 You may also wish to add the following "

"No Committee chairman shall succeed their selves with the following year"

Recommendations.

Approve the amended by laws effective upon the
conurrence of both the BCC & the Bd of CoC.

subject to

- 1) the selection of terminology for the Chair,
- 2) Committee structure language,
- 3) Such other additions or deletions as the
MPPC deem appropriate.

CC BJD GC
EAD

ASJ

WICHITA, SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

October 14, 1983

RE: ACENDA ITEM NO. I-1


TO Wichita-Sedgwick County Metropolitan Area
Planning Commission

FROM Robert A. Lakin, Director of Planning

DR 83-22

SUBJECT Bylaws

Attached is a draft of bylaws. As requested, this is for your review and for you to make additional suggestions if you feel other changes are needed.



Robert A. Lakin
Director of Planning

RAL:rme
Attachment

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 4973-1982, Supp- 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick

County; to hold public hearings as provided by law; to act as ~~A-95-Clearinghouse~~; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held ~~on the second and fourth Thursday of each month~~ every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year. When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate the another date for the next regular meeting. ~~unless said meeting dates for the year shall have been adopted and approved by the Commission.~~ Unless otherwise publicly announced by the Chairman; President, all meetings shall be held in the Planning City Commission Meeting Room, 404 1st Floor, City Building Hall, Annex, 104-South 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the meeting Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and

news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman President for whatever time and purpose he the President deems necessary or upon written request of any three 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 of the City of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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 during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman President may adjourn recess the meeting to a specific time, date

and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman President shall preside at all meetings of the Planning Commission, except in his his/her absence, disability or vacancy, the Vice Chairman President shall preside. In the absence, disability or vacancies of both the Chairman President and Vice Chairman; President, the Secretary shall preside to elect an Acting Chairman- President.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; ~~quorum~~; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. ~~Those persons speaking on a given item or case from the floor may speak only two times.~~

Change

[Signature]

- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The Chair President may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the chair President to approve an abstention from

Draft 10-27-83

voting. In the event of a division, the Chairman President shall call for a roll call vote. The Secretary shall enter into the minutes, the result, by name, of all roll call votes.

ARTICLE IV

ORGANIZATION

SECTION 1. Officers. Officers of the Planning Commission shall be the Chairman; President, Vice Chairman; President, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in September and shall serve for a term of one year. The Chairman President and Vice Chairman President shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The Chairman President and Vice Chairman President shall not have been appointed by the same governing body. The Chairmanship office of President shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman President shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents.

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

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 Secretary or his a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the Chairman- President.

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

SECTION 2. Committees (Standing). The Chairman President shall, within 30 days of his election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING-COMMITTEE.--Shall be three in number 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 recommenda-
tions to the Commission as a whole on all map or text
changes.~~

SUBDIVISION COMMITTEE. Shall be comprised of three ~~four~~
members in number to and shall recommend action to the
Planning Commission on all matters coming before it for
final recommendation (administration of the Subdivision
Rules and Regulations; changes thereto; establishing
street names; review of vacations, dedications, access
control issues and other direct land development issues
relating to form and infrastructure) and to approve
preliminary plats and authorize preparation of final
plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three
four members in number to study, and shall provide
guidance to staff in developing, formulating and
considering projections, forecasts, goals and objectives,
proposals, plans and policies that affecting the long
term physical, social and economic character of the
planning area.

SECTION 3. Committees (ad hoc). The Chairman President
with the consent of the Planning Commission, may appoint ad hoc

*Delete
Ch. 10 & 11
recomm. made*

*held
Posterior
to 2/19/83 not to be
imposed*

*all
4/1/83
draft*

*all
1/1/83
2/1/83*

*Draft
10-2-783*

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 4. Committees (general rules). The Chairman President shall designate the Chairman President and Vice President for each committee appointed. Any member present shall constitute a quorum and may conduct such business ~~and committee meetings~~ when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

S/D
Recommendation
& who
Present

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections

thereof at any time when the same is not in conflict or in con-
travention of any of the laws of the State of Kansas or ordinances
applicable thereto. Provided, however, that notices of the pro-
posed amendments be furnished by the Secretary to the Commission
members not less than five (5) days prior to the meeting at which
said amendments are to be considered. A copy of the bylaws will
be filed with the Office of the City Clerk of the City of Wichita
and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the
bylaws of the Wichita-Sedgwick County Metropolitan Area Planning
Commission.

Dated this 14th day of February, 1974- 83.

Chairman President

ATTEST:

Secretary

Draft
10-27-83

WICHITA-SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

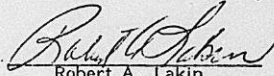
October 14, 1983

TO Wichita-Sedgwick County Metropolitan Area
Planning Commission

FROM Robert A. Lakin, Director of Planning

SUBJECT Bylaws

Attached is a draft of bylaws. As requested, this is for your review and for you to make additional suggestions if you feel other changes are needed.



Robert A. Lakin
Director of Planning

RAL:rme
Attachment

BYLAWS OF
WICHITA-SEDGWICK COUNTY
METROPOLITAN AREA PLANNING COMMISSION

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita-Sedgwick County Metropolitan Area Planning Commission shall be those set forth in the Joint Ordinance-Resolution of the two Governing Bodies, and as set forth as Section 2.12.380 of the Code of the City of Wichita, and an agreement dated June 26, 1973, and an addendum dated July 10, 1974, as extended by supplemental agreements dated February 3, 1982, August 4, 1982 and July 19, 1983, between the County of Sedgwick and the City of Wichita, and those powers and duties delegated to the Planning Commission by K.S.A. 1973-1982, Supp. 12-716, et seq.

ARTICLE II

POWERS AND DUTIES OF THE COMMISSION

SECTION 1. Powers. That said Commission, as herein specified, shall be vested with the following powers and authority, to-wit:

To cause to be prepared plans for the Sedgwick County area and such other area as may be of direct influence on Sedgwick

Draft 10-83

County; to hold public hearings as provided by law; to act as ~~A-95-Clearinghouse~~; a reviewing body for applications submitted to the State and Federal governments when required or permitted; to make and recommend policy to the Governing Bodies in areas of physical and social growth; to adopt such regulations and rules as may by law be provided, such as subdivision regulations; to recommend on zoning matters; and to recommend on and provide plans for such other matters as may be of interest to the public and Governing Bodies.

SECTION 2. Actions. In all formal matters, said Commission shall act by motion, unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication shall be published in the official City or County paper as may be appropriate.

SECTION 3. Oath. Before entering upon the duties of the office, the members of said Commission shall subscribe to an oath of office, if required by the Governing Body appointing them.

SECTION 4. Seal. The Commission shall maintain a seal, and the same have the word "Seal" in the center thereof, and the words "Wichita-Sedgwick County Metropolitan Area Planning Commission Kansas", in or around the outer circle.

ARTICLE III

MEETINGS OF THE COMMISSION

SECTION 1. Regular Meeting. Regular meetings of the Commission shall be held ~~on the second and fourth Thursday of each month~~ every other Thursday, in accordance with a schedule of meeting dates approved by the Commission each year. When the date of a regular meeting comes on a legal holiday, the Planning Commission may designate the another date for the next regular meeting. ~~unless said meeting dates for the year shall have been adopted and approved by the Commission~~. Unless otherwise publicly announced by the ~~Chairman~~ President, all meetings shall be held in the Planning City Commission Meeting Room, 401 1st Floor, City Building Hall, Annex, 104-South 455 North Main Street, Wichita, Kansas, beginning at 1:30 p.m., provided the Commission may adopt another hour, date and place of holding 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. The Secretary or other authorized officer shall prepare an agenda of all matters to come before the meeting Commission and mail the same to the Commission members no later than the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City and County and

news media. Any member of the Commission may cause matters to be placed on the agenda by advising the Secretary no later than 12 o'clock noon on the Friday preceding the next regular meeting. Off agenda items may be considered with the approval of a majority of the members present.

SECTION 3. Special Meetings. Special meetings may be called by the Chairman President for whatever time and purpose he the President deems necessary or upon written request of any three 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 of the City of Wichita, and the Chairman of the Sedgwick County Commission, and the media, 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 of the City of Wichita 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.

SECTION 4. Open Meetings. All meetings of the Planning Commission shall be open to the public and to attendance by representatives of the news media.

SECTION 5. 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 during normal business hours. 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 charges as are necessary to recover the cost of making such copies.

SECTION 6. Quorum. A quorum shall consist of a majority of the members of the Commission appointed and qualified at any given time. The affirmative vote of a majority of all members is required for passage of any comprehensive development plan matter before the Commission. For all other items, a majority of those members present and voting shall be sufficient for the passage of any motion. In the absence of a quorum at any meeting, the presiding officer may adjourn the meeting to a specific time, date and place, which shall be publicly announced.

SECTION 7. Adjourned Recessed Meetings. Should the business before the Planning Commission not be completed, the Chairman President may adjourn recess the meeting to a specific time, date

and place until the matters on the original agenda are acted on.

SECTION 8. Conduct of Meetings. The Chairman President shall preside at all meetings of the Planning Commission, except in ~~his~~ his/her absence, disability or vacancy, the Vice Chairman President shall preside. In the absence, disability or vacancies of both the Chairman President and Vice Chairman; President, the Secretary shall preside to elect an Acting Chairman- President.

SECTION 9. Parliamentary Procedure. All meetings of the Commission and of its committees shall be conducted in accordance with Robert's Rules of Order, Newly Revised Edition 1970, except insofar as modified by these bylaws and procedures adopted by the Commission.

- a. The Planning Commission may suspend the rules, provided that the motion to suspend the rules take precedence over other prime motions; provided a motion to suspend the rules shall state the specific purpose and rule to be suspended; 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 members present; ~~quorum~~; and provided that no suspension of the rules shall be considered permanent.

- b. Presentations by the audience shall be limited to five minutes. The time for presentations may be extended by the Commission by a majority vote of the members present. Debate from the floor (audience) on any matter may be limited at the discretion of the presiding officer when in his/her opinion such debate is repetitious, 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. Each member of the Commission may speak to an issue as many times as may be desired. Those persons speaking on a given item or case from the floor may speak only two times.
- c. Any member remaining silent on a vote shall be considered to have voted in the affirmative. The ~~Chair~~ President may grant permission for any member to abstain on any particular vote when said member declares a conflict of interest and the nature thereof and where said member requests the ~~chair~~ President to approve an abstention from

voting. In the event of a division, the Chairman President shall call for a roll call vote. The Secretary shall enter into the minutes the result, by name, of all roll call votes.

ARTICLE IV

ORGANIZATION

SECTION 1. Officers. Officers of the Planning Commission shall be the Chairman; President, Vice Chairman; President, Secretary and Assistant Secretary. The officers shall be elected at the first meeting in September and shall serve for a term of one year. The Chairman President and Vice Chairman President shall be members of the Planning Commission. The Secretary and Assistant Secretary need not be members of the Planning Commission.

The Chairman President and Vice Chairman President shall not have been appointed by the same governing body. The Chairmanship office of President shall be alternated between Sedgwick County and City of Wichita appointees each election.

The Chairman President shall conduct all meetings and business, sign ~~all Minutes and~~ Comprehensive Development Plan resolutions, subdivision plats, and other official papers and documents.

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

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 Secretary or ~~his~~ a designated appointee shall present Commission actions and recommendations to the governing bodies. The Secretary of the Commission shall, when required by law, authenticate by the seal of the Commission and the signature of the Secretary, the signature of the ~~Chairman~~ President.

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

SECTION 2. Committees (Standing). The Chairman President shall, within 30 days of his election, appoint from the Planning Commission membership the following committees for a one year term:

~~ZONING-COMMITTEE.-- Shall be three in number 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 recommenda-
tions to the Commission as a whole on all map or text
changes.~~

SUBDIVISION COMMITTEE. Shall be comprised of three four
members in-number-to and shall recommend action to the
Planning Commission on all matters coming before it for
final recommendation (administration of the Subdivision
Rules and Regulations; changes thereto; establishing
street names; review of vacations, dedications, access
control issues and other direct land development issues
relating to form and infrastructure) and to approve
preliminary plats and authorize preparation of final
plats.

ADVANCE PLANS COMMITTEE - Shall be comprised of three
four members in-number-to study, and shall provide
guidance to staff in developing, formulating and
considering projections, forecasts, goals and objectives,
proposals, plans and policies that affecting the long
term physical, social and economic character of the
planning area.

SECTION 3. Committees (ad hoc). The Chairman President
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 4. Committees (general rules). The ~~Chairman~~ President shall designate the ~~Chairman~~ President and Vice President for each committee appointed. Any member present shall constitute a quorum and may conduct such business ~~and committee meetings~~ when that committee's action and recommendations are submitted to the Commission. Agendas for committee meetings shall be furnished to all members of the Metropolitan Area Planning Commission and media. Support material shall be furnished only to committee members unless specifically requested by other Commission members. Any Metropolitan Area Planning Commission member may sit with the other committee members, but only appointed committee members may vote.

ARTICLE V

AMENDMENTS TO BYLAWS

SECTION 1. The Commission may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections

thereof at any time when the same is not in conflict or in con-
travention of any of the laws of the State of Kansas or ordinances
applicable thereto. Provided, however, that notices of the pro-
posed amendments be furnished by the Secretary to the Commission
members not less than five (5) days prior to the meeting at which
said amendments are to be considered. A copy of the bylaws will
be filed with the Office of the City Clerk of the City of Wichita
and the Chairman of the Board of County Commissioners.

The above and foregoing bylaws are hereby adopted as the
bylaws of the Wichita-Sedgwick County Metropolitan Area Planning
Commission.

Dated this 14th day of February, 1974- 83.

Chairman President

ATTEST:

Secretary

WICHITA-SEDGWICK COUNTY

DATE

METROPOLITAN AREA PLANNING DEPARTMENT

September 15, 1983

RE: AGENDA ITEM NO. 2

TO Robert K. Chisholm, Chairman
Metropolitan Area Planning Commission

FROM Robert A. Lakin, Director of Planning

SUBJECT Bylaws

On your September 22 agenda there appears an item for the appointment of the Advance Plans Committee and the Zoning Committee. It has been several years since our bylaws have been revised. Your bylaws provide for committees of three persons for the Subdivision, Advance Plans and Zoning Committees.

Inasmuch as we are proposing to go to countywide zoning, and since the Zoning Committee has never dealt with individual zone cases, it would be my suggestion that you and the Commission may want to consider amending your bylaws to delete the activity of the Zoning Committee. You then may wish to consider putting four persons on the Advance Plans Committee, and four on the Subdivision Committee, with your Chairman and Vice Chairman being free and available to join with and meet with any of the committees in their deliberation. With a four person committee there may be a need to set some operating rules, such as two persons are sufficient to conduct business, etc. These items, however, could be reviewed and considered in developing these specific changes.

As you may be aware, the City Commission has generally set the policy that the presiding officer and the vice chairman will henceforth be designated by the terms of President and Vice President of the committee or commission. Although we have not received official communication on this, we will be receiving in the next few days a memorandum from the City Manager to all board and commission staffing persons that bylaws should be amended at the next opportunity that changes are made. We need take no immediate action to bring us into the President terminology, but it seems appropriate in terms of timing to look at our committee structure and to also conform to the new direction established by the City Commission.

May I suggest that on your appointments for September 22, that you establish your Advance Plans Committee and defer action on the Zoning Committee. I would then suggest that the staff be directed

Robert K. Chisholm, Chairman
Metropolitan Area Planning Commission
September 15, 1983
Page 2

to prepare amendments to your bylaws, and that they be reviewed with the Chairman and Vice Chairman prior to submission to the Metropolitan Area Planning Commission for their consideration.


Robert A. Lavin
Director of Planning

RAL:rme

cc: Metropolitan Area Planning Commission
Jack H. Galbraith, Chief Planner, Current Plans Division