

Article 17. Elberton Planning Commission

17.1 Membership

The Elberton Planning Commission shall consist of five (5) members appointed by the Mayor and Council of Elberton, Georgia. The Members shall serve for overlapping terms of three (3) years or until their successor is appointed. The initial individual appointment shall be two (2) members for terms of one (1) year, one (1) member for two (2) years and two (2) members for the regular term. No member shall hold any other public office or position, except that one (1) member may also be a member of Elberton Board of Appeals. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointments. Members shall be removed for cause by the appointing authority upon written charges and after a public hearing. All members shall serve without compensation but may be reimbursed for actual expenses incurred in connection with their official duties.

The Planning Commission shall make its own rules of procedure and determine its time of meeting.

17.2 Officers

The Commission shall elect one (1) of its members as Chairman, who shall serve for one (1) year, or until he is re-elected or his successor is elected. The Commission shall appoint a secretary, who may be an officer of the governing authority or the Planning Commission. The Commission shall adopt rules in accordance with the provisions of this Ordinance.

17.3 Conflict of Interest

Should any member of the Planning Commission be financially or otherwise closely associated with any issue that comes before the Commission, said member shall disqualify himself from participating in considering the issue and shall not sit with the Commission during such consideration. A member of the Commission may raise the question of conflict of interest of another member regarding a specific issue that is before the Commission. A majority vote of those without such conflict shall determine if such conflict does exist.

17.4 Amendments

These bylaws may, within the limits set by law, be amended at any regular meeting of the Planning Commission by an affirmative vote of not less than a majority of the members, provided that such amendment shall have first been presented to all members in writing at least seven (7) days prior to the meeting at which the vote is taken.

17.5 Authority

The Commission shall have jurisdiction of matters arising in connection with the administration, enforcement or interpretation of the Elberton Zoning Ordinance.

17.6 Procedure

- 17.6.1 Meetings of the Commission shall be held at the call of the Chairman and at such times as the Commission may determine. The Chairman or in his absence, the acting Chairman, may administer oaths and compel the attendance of witnesses by subpoena. All meetings of the Commission shall be open to the public. No member of the Commission shall participate in a hearing in which he has any pecuniary or special interest.
- 17.6.2 The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of other official actions. All proceedings and official actions shall be filed in the office of the Commission and shall be public record.

