

BYLAWS OF THE SHERIDAN ZONING COMMISSION

ADOPTED ON NOVEMBER 12, 2024

ARTICLE I: OBJECTIVES

The objectives of the Sheridan Zoning Commission are to promote public health, safety, convenience, and general welfare by guiding the physical and economic development of the Town of Sheridan. These bylaws support zoning districts in compliance with Montana Code Annotated, Title 76, Chapter 2, Part 3.

ARTICLE II: JURISDICTION

The Zoning Commission has jurisdiction within the boundaries of the Town of Sheridan and any future areas annexed into the municipality.

ARTICLE III: POWERS & DUTIES

The Commission shall have the following powers:

1. Adopt rules governing the conduct of business
2. Review, recommend, and propose zoning regulations and district boundaries
3. Conduct public hearings on zoning text changes and map amendments
4. Submit preliminary and final zoning reports to the Town Council

ARTICLE IV: MEMBERSHIP

1. Composition: The Zoning Commission shall consist of seven members, one member of the council appointed by the council, one appointed by the council, one appointed by the mayor, and one appointed by the Madison County Planning Board. Per MCA 76-1-222 (1) As soon as the city council has enacted an ordinance creating a city planning board, the city council shall select a member of its body to serve on the planning board. The term of the appointed member must be coextensive with the term of office to which the member has been elected or appointed unless the council, on its first regular meeting of each year, appoints another to serve as its representative or unless the member's term is terminated as provided in this part.
2. Term: Members serve staggered two-year terms, with three members initially appointed to one-year terms. There shall be no term limits.
3. Compensation: Members serve without compensation but may be reimbursed for authorized expenses.
4. Removal: Members may be removed by a majority vote of the Town Council for absenteeism or misconduct. Missing 30 percent or more of the meetings in a calendar year may be grounds for dismissal.

ARTICLE V: OFFICERS & ELECTIONS

1. Officers: The Commission shall elect a Chair and Vice Chair annually in January, a Secretary shall be appointed to maintain meeting records
2. Duties of the Chair: Preside over meetings and public hearings, ensure compliance with these bylaws and Montana's open meeting laws
3. Vice-Chair Duties: Perform the Chair's duties in their absence

ARTICLE VI: MEETINGS

1. Regular Meetings: Held monthly or as needed at a public venue in Sheridan, with remote participation options when possible
2. Special Meetings: May be called by the Chair or three members with at least 48 hours' notice
3. Quorum: A quorum consists of four members
4. Open Meetings and Records: Meetings and records shall be accessible to the public in accordance with Montana Open Meeting Law (MCA 2-3-201)
5. Unless otherwise voted, the order of business at regular meetings shall be:
 - a. Call to order
 - b. Public Hearings
 - c. Approval of minutes and action thereon
 - d. Ex parte Communications
 - e. Public comment on non-agenda items
 - f. Staff announcements
 - g. Communications and special presentations
 - h. Old business
 - i. New business and referrals
 - j. Comments from members
 - k. Adjournment

ARTICLE VII: PUBLIC HEARINGS

1. Notice: Public hearing notices shall be published at least 15 days in advance in a local newspaper
2. Conduct of Hearings:
 - a. The Chair shall describe the procedures and maintain orderly conduct
 - b. All testimony must be addressed to the Chair after being recognized
 - c. New business and referrals

ARTICLE VIII: VOTING & CONFLICT OF INTEREST

1. Voting:
 - a. Decisions require a majority vote of members present at a meeting with a quorum
 - b. No proxy voting is allowed
 - c. In the event of a tie vote, the item shall be forwarded with no recommendation
2. Conflict of Interest: Members with personal or financial interests in a matter must declare the conflict and recuse themselves from voting
3. Record of Decision: All votes shall be supported with written findings of facts and conclusions of law

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall apply in all parliamentary matters unless these bylaws otherwise provide.

ARTICLE X: COMMUNICATIONS

1. Personal communications of members: Any individual members shall not sign written communications to others using the Zoning Commission name, unless approved by all other members.
2. Informal Communications: It is understood that informal discussions between members and members of the Zoning Commission and members of the community on various issues affecting the community will occur from time to time. It is the expectation that Zoning Commission

members will report on the context of these conversations to the rest of the Commission at the next regularly scheduled meeting in order to ensure that the views expressed are known to the entire Commission.

3. **Electronic Communications:** Electronic communications such as email may be used to address logistical issues such as polling the Commission, sending meeting materials, etc.; however, Commission members shall not hold discussions via electronic means regarding topics of potential public interest and instead discuss those items at the next Commission meeting.

ARTICLE XI: AMENDMENTS

The bylaws may be amended by a two-thirds majority vote of members present, provided the proposed amendments are submitted in writing at least two weeks prior to the meeting. Amendments must also be approved by the Town Council.

ARTICLE XII: ADOPTION

These bylaws shall become effective upon adoption by the Zoning Commission and approval by the Town Council on November 12, 2024.

Chair

Date

Vice Chair

Date