

**BY-LAWS OF THE LAND OF LINCOLN
PLANNING COMMISSION**

**ARTICLE I
OBJECTIVES**

The objectives and purposes of the Land of Lincoln Planning Commission of LaRue County, Kentucky are those set forth in Kentucky Revised Statutes Chapter 100 and amendments and supplements thereto and those powers and duties delegated to the Planning Commission by the City of Hodgenville and the County of LaRue, Kentucky as adopted and recorded in Order Book in accordance with the above-mentioned enabling law.

**ARTICLE II
OFFICERS AND THEIR DUTIES**

SECTION 1

The officers of the Planning Commission shall consist of a Chairman, Vice-Chairman, and a Secretary-Treasurer.

SECTION 2

The Chairman shall be the presiding officer at all meetings and hearings of the Planning Commission and shall perform his/her duties as described by proper parliamentary procedure.

SECTION 3

Under parliamentary procedure, the Chairman's general duties are: to open and call the meeting to order; to announce the business to be conducted; to recognize members entitled to the floor; to state and put to vote all questions which are regularly moved or necessarily arise in the course of proceedings and to announce the result of the vote; to vote only to break a tie vote and to refrain from debate on any question to be voted on; to protect the Commission from unnecessary or frivolous motions by not recognizing them; to speed up proceedings as much as possible; to require order and sincerity in meetings; to inform the group present to a

point of order or a practice pertinent to pending business; and to authenticate, by the Chairman's signature when necessary, all acts, orders, and proceedings of the Commission.

SECTION 4

The Chairman shall be one of the citizen-members of the Commission. The Chairman shall conduct business only for the benefit of the Commission involved and shall reflect no personal prejudice in any matter.

SECTION 5

The Vice-Chairman shall assist the Chairman in any way possible subject to the Chairman's request. Upon the absence of the Chairman, the Vice-Chairman shall automatically become the presiding officer of the Commission.

SECTION 6

The duties of the Secretary-Treasurer or the designee are as follows: to keep minutes and records of all proceedings, including regulations, transactions, findings, and determinations, and the number of votes for and against each question, and if any member is absent or disqualified from voting, indicating the fact, all of which shall, immediately after adoption, be filed in the office of the Commission or Board as applicable. If the Commission has no office, such records shall be filed in the office of the County Court Clerk; to keep all financial records of the Commission; and to perform other duties which may be assigned to the designee.

ARTICLE III NOMINATION AND ELECTION OF OFFICERS

SECTION 1

Nomination of officers shall be made from the citizen-members at the annual organization meeting which shall be held on the second Thursday of June in each year. Nominations of citizen-members only shall be accepted. All officers shall be eligible for re-election at the expiration of their office.

SECTION 2

Election of officers shall take place immediately following nominations. Voting shall take place in one of the following ways: voice, show of hands, rising, balloting, or roll call.

SECTION 3

A candidate receiving a simple majority vote of all members of the Planning Commission present at the annual meeting shall be declared elected and shall serve for a term of one (1) year or until a successor shall take office.

SECTION 4

Vacancies in unexpired terms of office shall be filled immediately by regular election procedures.

ARTICLE IV MEMBERSHIP

SECTION 1

Vacancies due to resignation, removal, or termination of membership, shall be filled within sixty (60) days by the appropriate appointing authority. After such vacancy occurs the Commission Chairman shall immediately give the appropriate appointing authority written notice that the vacancy exists. Then such appointing authority shall have sixty (60) days to fill the vacancy. If the appointing authority fails to do so, the Commission shall fill the vacancy, using the same procedure it uses to elect its officers as set out in Article III. When a vacancy occurs other than through expiration of the term of membership, it shall be filled for the remainder of that term.

SECTION 2

Any members of a Planning Commission may be removed by the appropriate appointing authority for inefficiency, neglect of duty, malfeasance, or conflict of interest. Any appointing authority who exercises the power to remove a member of the Planning Commission shall submit a written statement to the Commission setting forth the reasons for removal, and the statement shall be read at the next meeting of the Planning Commission,

which shall be open to the general public. The member so removed shall have the right of appeal in the Circuit Court. The missing of three consecutive regular meetings shall constitute neglect of duty. The Secretary, or designee, of the Commission shall notify the appropriate appointing authority of such neglect and request that appropriate action be taken by the appointing authority.

ARTICLE V MEETINGS

SECTION 1

Meetings shall be held on the second Thursday of each month at 7:00 p.m. at the LaRue County Courthouse, Hodgenville, Kentucky; or any other site when duly advertised in the meeting call notice.

SECTION 2

A Planning Commission shall consider a quorum present when a majority of the total members of the Commission is in attendance. For the purpose of establishing a quorum, a member of a Planning Commission shall not be counted if he/she has any direct or indirect financial interest in the outcome of any question before the Commission and shall be required to leave the table and state the nature of their reason for abstaining.

SECTION 3

(A) To transact any official business, a simple majority vote of all members present that constitute a quorum shall be necessary.

(B) To adopt or amend the Commission's By-Laws, a simple majority vote of the total membership shall be necessary.

(C) To adopt or amend elements of the Comprehensive Plan or regulations, a simple majority vote of the total membership shall be necessary.

SECTION 4

Special meetings may be called by the Chairman. Such a meeting may be requested by a quorum of the Commission and must be called by the Chairman. The notice of such a

meeting shall specify the purposes of such a meeting and no other business may be considered except by unanimous consent of the Commission. The Chairman shall notify all members of the Commission by oral or written notice not less than seven (7) days in advance of such special meeting. This notice shall contain the date, time, place, and subject of discussion.

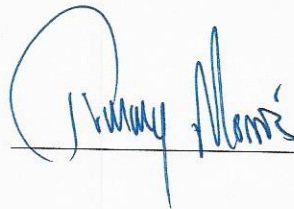
SECTION 5

All meetings and hearings at which official action is taken shall be open to the general public.

**ARTICLE VI
EMPLOYEES, PERSONNEL POLICIES,
AND LEGAL COUNSEL**

The Commission may employ a staff or contract with a planner or other persons as it deems necessary to accomplish its assigned duties. The Commission shall select an attorney who is licensed to practice law in the Commonwealth of Kentucky. Said attorney shall attend the regularly scheduled meetings of the Commission, if requested by the Chairman of the Commission or if requested by the Planning Administrator. The Attorney shall consult with the Commission and the staff as requested and shall engage in training activities. The Attorney shall perform other appropriate tasks related to service as legal counsel for the Commission and staff.

ADOPTED AS AMENDED by the Land of Lincoln Planning Commission, this
14 day of SEPTEMBER, 2023.



CHAIRMAN

9/22/23

DATE