

Exhibit A to
Resolution No 96-R007

**PLANNING COMMISSION
BYLAWS**

Planning Commission Approved
July 26, 1995

City Council Amended and Approved on

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1 PURPOSE

These bylaws are intended to set the general rules necessary for the orderly, efficient transaction of Planning Commission business

2 AMENDMENT PROCEDURES

These bylaws are approved, and may from time to time be amended, consistent with City Council Policies, The Charter, Article VIII Appointive Boards and Commissions, CCMC Section 2-79, Planning Commission - Meetings, California Government Code Section 65804 - Hearings, and Robert's Rules of Order

3 OFFICERS

A Chairperson and Vice Chairperson (Officers) shall be chosen annually by majority vote of the Planning Commission at its first regular meeting after July 1 and after seating of any new members

4 SECRETARY

The Administrative Secretary of the Planning Division shall serve as the Secretary of the Planning Commission The Secretary shall perform the duties set forth in CCMC Section 2-81, Planning Commission - Records and Minutes, the Ralph M Brown Open Meeting Law and the California Public Records Act

5 AGENDAS

a Placement of Items on Agendas

Items may be placed on agenda for consideration for decision either (1) by a member of the public by submitting an application to the City Planner, or (2) by the direction of any Planning Commissioner, or (3) by the direction of the City Council No one Commissioner may, however, direct staff to prepare materials for the agenda

Reasonable advance notice and other relevant City regulations and policies shall be applied by the City Planner in the scheduling of agenda items

b Agenda Materials

The City Planner shall coordinate the preparation of Planning Commission agenda materials to assure the most effective, efficient processing of business items, and to best serve the public interest

The City Planner shall plan for regular deliveries of agenda materials to the Planning Commission one week prior to Planning Commission meetings, unless an earlier or later delivery is required or agreed to by the Planning Commission, or unless unusual conditions or circumstances otherwise dictate

The City Planner shall, as soon as possible after delivery to the Planning Commission, distribute agenda materials to applicants and affected property owners, individuals who asked for the materials, other parties as deemed appropriate by the City Planner, and the Culver City Branch of the Los Angeles County Public Library. Oversized materials may be excluded from these distributions, as long as notice where the exclusions may be obtained is included in the distributions

The City Planner shall make the agenda materials available for public review at the Planning Division offices and at Planning Commission meetings

6 MEETINGS

a Regular Meetings

Regular meetings shall be held on the second and fourth Wednesdays of each month, provided that, for good reason, any regular meeting may be canceled or rescheduled by the Planning Commission or the City Planner

b Special Meetings

Special meetings may be held as deemed necessary by the Planning Commission

c Open Meetings

All meetings shall be open to the public, except for closed sessions as permitted by State law

d Place

Meetings shall be held in the Council Chambers of City Hall, unless, for good reason, another public, disabled-accessible location is warranted as determined by the Planning Commission or the City Planner

e Time

Regular meetings shall convene at 7 00 P M and adjourn by 11 30 P M, unless otherwise agreed upon by the Planning Commission. Agenda items not commenced by 11 00 P M may be carried over to a subsequent meeting. The Chairperson shall be responsible for establishing the order and time limits for public comments

f Quorum

Three members constitutes a quorum for the conduct of business

g Voting

The affirmative vote of three members is required for a decision or a recommendation to the City Council. Voting on matters requiring a resolution shall be by roll call

h Minutes

Meeting minutes shall be executed by the Chairperson and be attested to by the Secretary

7 RESOLUTIONS


Resolutions shall be executed by the Chairperson and be attested to by the Secretary

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF CULVER CITY) SS

I, Tom Crunk, City Clerk of the City of Culver City, California, do hereby certify that the foregoing Resolution 96-R007 was duly and regularly adopted, passed, and approved by the City Council of the City of Culver City, California, at a regular meeting of said City Council held at the regular meeting place thereof, on the 8th day of January, 1996, by the following Councilmember vote

AYES	Boulgarides, Wolkowitz, Vera, Gourley
NOES	Balkman
ABSTAIN	None
ABSENT	None

Dated this 25th day of January, 1996

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TOM CRUNK

City Clerk and Ex-Officio Clerk of the City Council
City of Culver City State of California