



# PLANNING COMMISSION BYLAWS

Planning Commission  
April 11, 2023

**Sandra Wood**  
Principal Planner

**Patricia Diefenderfer**  
Chief Planner

**Julie Ocken**  
Planning Commission Manager



THE BUREAU OF  
**PLANNING &  
SUSTAINABILITY**

# Introduction

- City standards for boards and Commissions
- Planning and Sustainability Commission's bylaws as basis
- Combination of codified language from the Zoning Code and language that provide greater clarity.







## A. Purpose of Rules

*The rules of procedure must be in writing and comply with the Oregon Public Meetings law, Statutory land use hearing requirements, and this Title. (33.710.030.C.)*

These rules establish procedures that ensure the Planning Commission performs its responsibilities in an efficient, effective, and fair manner. They clarify the Commission's role and orient new members. The rules incorporate by reference the provisions of the Oregon Public Meetings Law and Chapter 33.710 of the Portland Zoning Code that apply to the Commission.



# Outline – Part 1

## Part I – Authority, Purpose, Powers and Duties

- A. Authority
- B. Purpose
- C. Powers and Duties

# Outline – Part 2

## Part II – Rules of Procedure

- A. Purpose of Rules
- B. Membership
- C. Officers
- D. Subgroups
- E. Meetings/Quorum
- F. Decisions and Recommendations
- G. Communication and Coordination
- H. Orientation and Training
- I. Other Procedural Questions (ie. Robert's Rules)
- J. Amendments to the Bylaws



# Discussion Points

1. Practice around how the Commission advises
2. Performing duties in an “efficient, effective, and fair manner”
3. Chair delegation of presiding responsibilities
4. Process for appointing representatives
5. Meeting schedule







# Adopted Bylaws

# Next Steps

This week  
May 9 meeting

Draft Bylaws (10 pages) sent  
Discussion (and adoption?)







# THE BUREAU OF **PLANNING & SUSTAINABILITY**

**Patricia Diefenderfer, Sandra Wood, Julie Ocken**

BPS Planning Commission support team

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