



**Town of Taos
Land Use Development Code Revisions Committee
By – Laws**

Section 1. Mission Statements

The mission of the Land Use Development Code (LUDC) Revisions Committee (Committee) shall be a sub-committee of the Planning & Zoning Commission (Commission) and shall be responsible for the:

1. Technical review of the LUDC with the purpose of recommending to Commission and Town Council those code amendments that the Committee believes will improve internal consistency and clarity of the LUDC; and
2. Review and recommend to Commission and Town Council those code measures that the Committee believes will best implement specific recommendations of the Town's adopted Vision 2020 Master Plan.

The procedures for implementing the Committee mission are:

1. Preparation of draft code amendments by Town staff, the Committee, technical subcommittees or by outside consultants; then
2. Review and modification of such draft amendments by the Committee with Committee recommendations forwarded to the Commission and Town Council for noticed public hearings.
3. Public notice and hearing of recommended amendments by the Commission and Town Council.
4. The Committee will forward all Committee, staff, and Commission recommended revisions to the Town Council with their comments attached; then
5. The Town Council will approve or deny all Commission recommended revisions.

Section 2. Regular Meetings

Regular meetings of the Committee shall be held once a month or as determined by the Chairperson of the Committee. At such meetings the Committee shall consider all matters properly brought before the Committee. A regular meeting may be re-scheduled by the Committee at a prior meeting.

The Chairperson of the Committee shall brief the Commission at least once every three months.

Section 3. Special Meetings

Special meetings shall be held at a date, time and place determined by the Chairperson. Written or verbal notice shall be given to all members not less than twenty-four (24) hours in advance of any Special Meeting.

Section 4. Quorum

The Committee shall consist of seven (7) members. A majority of all the members of the Committee shall constitute a quorum at any meeting. The Chairperson may appoint ex-officio voting members to meet the quorum. A quorum of the Committee shall be four (4) voting members. There shall be no proxy voting. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 5. Voting

At all meetings of the Committee, each voting member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member shall have personal interest of any kind in a matter then before the Committee, he/she shall disclose his/her interest and be disqualified from voting upon the matter, and the Chairperson shall record in the minutes that no vote was cast by such member. The vote of a majority of those members present shall be necessary for adoption of any resolution or other voting matter. Pursuant to Robert's Rules of Order, in the event of a tie, the motion is dead.

No voting member shall participate in a final decision of the Committee unless that member has heard all of the evidence or read the record.

Section 6. Proceedings

1. At any regular meeting of the Committee, the following shall be the regular order of business:
 - a. Roll call
 - b. Approval of Agenda
 - c. Approval of Minutes
 - d. Old and new business
 - e. Adjournment
2. All formal actions of the Committee shall be entered in full upon the Minute Book after the vote.

Section 7. Rules of Procedure

1. Committee meetings shall follow the Robert's Rule of Order.
2. The Chairperson shall have the right to prevent repetitious or repetitive statements by asking any speaker who is being repetitious or repetitive to end his or her remarks and, if appropriate, to leave the meeting.

3. The Chairperson shall have the right to take any and all appropriate actions to insure that meetings and/or hearings are orderly and fairly conducted so that all persons having a right to speak shall have the opportunity to do so.
4. To the extent feasible, all interested members of the public having an interest in the matter before the Committee shall be given the right to speak.
5. The Chairperson shall enforce the rules of procedure.

Section 8. Membership

The members of the Committee shall consist of the following:

1. Chairperson

The Chairperson shall be selected by the members. The Chairperson shall:

- a. Preside at all meetings of the Committee.
- b. Call Special Meetings of the Committee in accordance with these By-Laws.
- c. Sign documents of the Committee.
- d. See that all actions of the Committee are properly taken.
- e. Develop and approve meeting agendas.
- f. Set the date, time, and place of meetings.
- g. Oversee the revisions process through public meetings, public hearings, and providing information to the Commission, staff, and the Town Council.

2. Voting Members

Voting members shall be appointed by the Mayor for a two-year term. The Mayor shall appoint seven (7) voting members to the Committee. At least one member of the Commission shall serve as a voting member of the Committee. All additional voting members shall be appointed from the following professions or organizations with the Town of Taos:

- a. agriculture / acequias
- b. architecture, urban design, or civil engineering
- c. construction and building
- d. affordable housing
- e. land use law
- f. land conservation, landscaping or landscape architecture
- g. environmental protection
- h. public utilities
- i. real estate
- j. neighborhood associations
- k. recreation or public health
- l. at large

3. Non-Voting Members

The Code Administrator shall be a non-voting member and shall establish priorities for the Committee and provide assistance to the Committee.

Section 9. Appearance of Impropriety and Conflicts of Interest

In order to avoid any public appearance of impropriety or conflict of interest, any Committee member who has a direct personal or direct or indirect financial interest in a matter before the Committee shall recuse him or herself from participating in the discussion or voting on the matter before the Committee. The Committee member who has an issue before the Committee or otherwise has a personal or financial interest in a matter before the Committee shall refrain from discussing the issue or the matter with any Committee member prior to or during the pendency of the issue or matter.

Section 10. Vacancies

Should any vacancy occur among the members of this Committee by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the Mayor by the Chairperson. Vacancies on the Committee shall be filled by appointment by the Mayor.

Section 11. Amending By-Laws

These By-Laws may be amended at any meeting of the Committee provided that notice of said proposed amendment is given to each member in writing at least five days prior to said meeting.

Section 12. Adoption

Adopted this 4th day of January, 2007

Signed: Bobby F. Duran
Bobby F. Duran, Mayor

Attest: Renee Lucero
Renee Lucero, Town Clerk