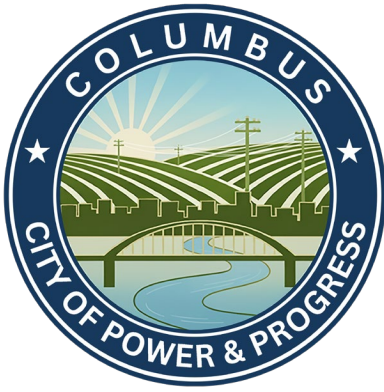




**Accountability – Honesty
Dedication – Integrity – Respect**

City Clerk's Office
2500 14th St., Suite 3
Columbus, NE 68601
402-562-4227
columbusne.us

Memorandum

Date: July 8, 2026

To: Tara Vasicek, City Administrator

From: Shuraya Choat, City Clerk

RE: Amend the By-Laws of the Columbus Planning Commission

Recommendation: I recommend approval of the amended By-Laws of the Columbus Planning Commission.

Discussion: I have added a section regarding **Decorum and Debate**, which better aligns with the City Council Rules. This helps create consistency across all of the City's governing and recommending bodies and provides clear expectations for meeting conduct. I also made a few minor cleanup edits throughout the document for clarity and consistency.

Per the By-Laws, a copy of the proposed revisions was emailed to the Planning Commission members at least 15 days prior to the meeting to allow time for their review and input. No comments or feedback were received. The By- Laws will be presented at the Planning Commission meeting for a recommendation on 7/13/26 and then forwarded to the City Council meeting on 7/20/26 to be adopted via resolution.

Attached is the redlined copy of the proposed changes.

Fiscal Impact: None

Alternative: Do not approve.

Signature: *Shuraya Choat*

Concurrence: *Betsy Eckhardt*

Approved: *[Signature]*

**BY-LAWS
OF
COLUMBUS PLANNING COMMISSION**

The principal office of the Columbus Planning Commission will be located at Columbus City Hall, 2500 14th Street, Suite 3 Columbus, Platte County, Nebraska.

PREAMBLE

In compliance with §19-925, Nebraska Revised Statutes, the City of Columbus, Platte County, Nebraska, has, by ordinance, authorized the existence of a planning commission to be known as Columbus Planning Commission (CPC). The purpose of said commission is to advise and make recommendations to the City Council on matters of municipal government as referred to in §19-901 through §19-933 Neb. Rev. Stat., and to exercise such other authority as granted by law or by the City Council. These by-laws are adopted as required by §19-927, Neb. Rev. Stat.

**I
SEAL**

The Commission shall have no seal, but in the event any document to be executed by the Commission requires the affixing of a seal, the secretary may inscribe on such document the name of the Commission in these words "Columbus Planning Commission" followed by the signature of the Chair.

**II
MEMBERS AND MEETINGS CONDUCT OF BUSINESS**

- A. The Columbus Planning Commission (CPC) shall consist of nine members. A minimum of seven members shall be residents of the city of Columbus, Nebraska; at least one member shall be a resident of the area over which the city is authorized to exercise extraterritorial zoning and subdivision regulations. Members shall take an oath of office and shall faithfully perform the duties of the office and will not be actuated or influenced therein by personal or political motives, and shall serve for a term of three years and may serve for more than one term of office. Members shall be appointed by the Mayor with the approval of the City Council.
- B. Meetings of the Columbus Planning Commission will be held at the Columbus Community Building, Community Room, 2500 14 Street, in the city of Columbus unless written notice of a different location is given to each member at least one day in advance of the scheduled meeting.
- C. Regular meetings of the CPC will be held on the second Monday of each month unless changed by the Commission and the Commission may meet as necessary to perform duties described in Article VI. Notice of any Special Meeting of the CPC shall be given to the Chair and each member by notifying said Chair and member personally by telephone, electronic mail, or verbal or written message at the members usual place of business or residence.

D. A majority of the members of the CPC must be present to constitute a quorum for the transaction of business and a simple majority of the members present shall be necessary and sufficient to take affirmative action by the CPC. At all meetings, regular or special, only those members present shall be entitled to vote.

E. It shall be considered neglect of duty for any members of the CPC to neglect or fail to attend two consecutive meetings of the CPC without first notifying the Chair or Secretary of each such absence. The CPC may recommend to the Mayor and City Council that said member be removed from the Commission. Any member may, after a public hearing before the City Council, be removed by the Mayor with the consent of the majority vote of the members elected to the Council for inefficiency, neglect of duty or malfeasance in office, or other good and sufficient cause. Vacancies occurring otherwise than through the expiration of term shall be filled for the unexpired term by the Mayor with the approval of the City Council.

III OFFICERS

A. The officers of the CPC shall consist of a Chair, Vice Chair, a Secretary and such officers as the CPC may from time to time choose to appoint.

B. The Chair shall be a member of the CPC and shall preside at all meetings unless absent or disqualified. The Chair shall have general authority to supervise, direct and manage the business and affairs of the CPC. The Chair shall be responsible for carrying out the orders and resolutions of the CPC.

C. The Vice Chair shall be a member of the CPC and shall, in the absence, disability or disqualification of the Chair, perform duties and exercise the powers of the Chair and shall perform other duties as the Commission may prescribe from time to time.

D. The Secretary shall be a city staff member selected by the City Administrator and shall keep the minutes and records of the CPC, prepare the agendas for regular and special meetings, provide notice of meetings to members, arrange proper and legal notices of hearings, attend to correspondence of the CPC and such other duties as are normally carried out by a Secretary.

E. In the absence or disability of any officer of the CPC, the CPC may delegate the duties of any officer to a member of the CPC as it may deem necessary.

IV ELECTION OF OFFICERS

- A. Nomination of Chair and Vice Chair shall be made through a nominating committee that is appointed by the Chair at the regular meeting in May of each year.
- A.B. At the following regular CPC meeting, the report from the nominating committee will be presented and the ~~and the~~ election of said officers shall be held ~~the following month during the regular CPC meeting.~~ A candidate receiving a majority of the vote of the members present of the CPC shall be declared elected and shall take office at the next meeting.

V DECORUM AND DEBATE

- A. Each person desiring to address the Planning Commission shall step up to the podium at the appropriate time; state his or her name and address for the record; state whom he or she is representing if such person represents an organization or other persons; and, limit his or her remarks to five (5) minutes, unless additional time is granted by the presiding officer or by a majority vote of the CPC. The presiding officer shall have the right to limit or exclude the presentation of information or testimony which is irrelevant or redundant. The presiding officer may reasonably limit the number of times during any meeting a person, not a member of the CPC, may address the Planning Commission at the meeting.
- B. When any Planning Commission member is about to speak in debate or deliver any matter to the CPC, such member shall respectfully address the chair or presiding officer, shall confine himself or herself to the question under debate, and avoid references to personal traits of any individual.
- C. When at all possible, members shall avoid motions containing negative statements.
- D. Every member of the CPC present at a meeting when the question is put shall give his or her vote as is his/her duty, unless he/she abstains when required by law or as may be permitted under Robert's Rules of Order.
- E. Upon calls of the CPC, or in taking the ayes and nays upon any question, the names of the members shall be called in regular order and so as to rotate the calling of the first name among the various members of the CPC, except when electronic balloting is used. All members of the CPC must vote on all issues unless excused from voting pursuant to the procedure set forth in Paragraph E. above.
- G. A Planning Commission member shall have the absolute right to change their vote up to the time the result of the vote is announced and the authority to change their vote with permission of five (5) members of the CPC up to the time the meeting is adjourned.

VI

DUTIES

The CPC shall conduct its meetings in accord with the Open Meetings Act, Nebraska Revised Statutes Section 84-1407 to 84-1414, and shall perform those duties as set forth in Section 19-901, et seq., Nebraska Reissue Revised Statutes and amendments and supplements thereto, and shall have those powers and duties delegated to it by the City Council. The Rules of Parliamentary Procedure, comprised in "Robert's Rules of Order" Twelfth Edition shall govern the CPC in all cases where they are applicable and not inconsistent with state statutes or local ordinances.

VII

HEARINGS

In addition to those required by law, the CPC may at its discretion hold public hearings when it decides that such hearings will be in the public interest. Notice of such hearings will be published in the official newspaper of the city or in a newspaper of general circulation at least ten days prior to the time of the public hearing. A record of such hearing and those speaking at the hearing will be kept.

VIII

AMENDMENTS

These by-laws and any part thereof may be altered, amended, changed, repealed or added to by a vote of the majority of the members present at a CPC meeting, provided written notice of the proposed amendment shall have been provided to the members at least 15 days prior to the meeting at which action is to be taken. Such amendments will be presented to the City Council for approval following an affirmative vote.

APPROVED BY THE PLANNING COMMISSION THIS ____ DAY OF _____, 2026.

CHAIR