

*Kankakee County Code - Chapter 16*

**PLANNING AND DEVELOPMENT**

<b>Art. I.</b>	<b>In General, Secs. 16-1---16-15</b>
<b>Art II.</b>	<b>Regional Planning, Secs. 16-16-16-35</b>
	Div. 1. General Planning
	Div. 2. Regional Planning Commission, Secs. 16-26---16-35

**ARTICLE I. IN GENERAL**

**Secs. 16-1---16-15. Reserved**

**ARTICLE II. REGIONAL PLANNING**

**DIVISION 1. GENERALLY**

**Sec. 16-16. Region Designated.**

All of the territory of the County is hereby designated as a region for the County planning purposes.

(Ord. of 11-9-76)

**State law reference**--Power of County Board to designate planning region, 55 ILCS 5/5-14001.

**Secs. 16-17---16-25. Reserved.**

**DIVISION 2. REGIONAL PLANNING COMMISSION**

**Sec-16-26. Created.**

There is hereby created a County regional planning commission.  
(Ord. of 11-9-76)

**16-27. Purpose.** The Kankakee County Regional Planning Commission is created for the following purposes:

(a) *State Legislation.* To perform the purposes in the Regional Planning Commission Act [55 ILCS 5/5-14001] within the boundaries of Kankakee County. The Act gives Illinois Counties the authorization to create a Regional Planning Commission:

*“for the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of said region...in accordance with the present and future needs of*

*the region and of the State...the County is hereby entitled to create a regional planning commission for the making of a regional plan for such a region so defined... ”.*

- (b) *County Legislation.* The Kankakee County Regional Planning Commission, hereafter referred to as the Commission, shall be constituted and exercise the authority granted to it by the Resolution of the Kankakee County Board adopted July 11, 1972, as amended, pursuant to reorganizing of this Commission which resolution is herewith made a part of these By-Laws by this reference.
- (c) *Regional Purpose.* The Kankakee County Regional Planning Commission shall be formed for the following purposes:
  - (1) To promote a coordinated and harmonious development of Kankakee County as provided by law.
  - (2) To create, amend, or review the regional plan of Kankakee County.
  - (3) To conduct land use/growth policy studies that directly impact the elements of the regional plan of Kankakee County.

(Ord. of 5-12-98)

**16-28. Membership.** Shall consist of the following:

- (a) *Size of Group.* No more than Twelve (12) Kankakee County residents can serve as members of the Commission.  
(Ord. of 9/8/98) & (Ord. of 9/10/02)
- (b) *Governmental Representation.* No more than two (2) County Board members shall be appointed to the Commission.
- (c) *County Employees.* County staff shall not sit on the Planning Commission. Their role shall be advisory only.
- (d) *Selection of Membership.* Regional Planning Commission candidates must be nominated by the Chairman of the Kankakee County Board and approved by a majority vote of the full Kankakee County Board to be selected as a member. The criteria shall be geographic, demographic and occupational diversity.  
(Ord. of 5-12-98)

**16-29. General Administration.**

- (a) *Main Office.* The principal location of the Commission, where communications shall be sent and records kept, shall be assigned to by the Kankakee County Board.
- (b) *Minutes.* Proceedings of the meeting shall be recorded in minutes and copies distributed to the members of the Commission.

- (c) *Use of Commission Name.* No member of the Commission shall have the power to bind the Commission, nor act in its behalf, nor use its name, unless official sanction is granted by the Commission at a duly called regular or special meetings.
- (d) *Financial Transactions.* All authorization for the expenditure of funds or resolutions obligating the Commission financially shall be approved and submitted by the Commission to the Kankakee County Board.
- (e) *Emergency Action.* Where matters require immediate attention and wherein a delay of action until the next regular meeting would be detrimental to the interests of the Commission, the Chairman, or Vice-Chairman, with the consent of the Commission, may authorize action and report same at the next regular meeting of the Commission and the Planning, Zoning, and Agriculture Committee of the County Board.
- (f) *Acceptance of Gifts.* The Chairman, or Vice Chairman in his absence, is authorized on behalf of the Commission to accept and deliver to the County Treasurer any gift or donation of money for the furtherance of the objectives of the Commission. Any donation or gift shall be reported to the County Board Chairman, Planning, Zoning, and Agriculture Committee Chairman, and the County Auditor.  
(Ord. of 5-12-98)

### **16-30. Meetings.**

- (a) *Time and Date of Meetings.* Meetings shall be held on the fourth Tuesday of every month as called by the Chairman or as established at the annual meeting.
- (b) *Special Meetings.* May be called by the Chairman or upon written request of one-third (1/3) of the voting members of the Commission.
- (c) *Notice of Meeting.* Not less than five (5) days written notice shall be given each member of the Commission before the holding of any meeting.
- (d) *Open Meetings.* Meetings of the Commission shall be subject to the provisions of the Illinois Open Meetings Act [5 ILCS 120/1 to 6].
- (e) *Robert's Rules of Order.* Except as otherwise required by these bylaws, the laws of the State of Illinois or other applicable law, meetings shall be conducted by the latest revised edition of Robert's Rules of Order.
- (f) *Quorum.* One-third (1/3) of the voting members of the Commission shall constitute a quorum.  
(Ord. of 5-12-98)

### **16-31. Voting.**

- (a) *Number of Votes.* Each member has one vote.
- (b) *Voting Procedures.* There shall be no proxy voting by absentee ballot. All votes shall be in person or by phone canvass and a tally of each vote shall be made available to each member within 24 hours.
- (c) *Roll Call Votes.* When votes are taken by roll call, the Secretary shall record all votes by name of member.
- (d) *Eligibility of Chairman and Vice-Chairman.* The Chairman and the Vice-Chairman shall vote on all motions.  
(Ord. of 5-12-98)

### **16-32. Election and Duties of Officers.**

- (a) *Election of Officers.* The Commission shall at its annual meeting elect from its members, one as Chairman, one as Vice-Chairman, and one as Secretary. The annual meeting shall be held on the fourth Tuesday of each September.
- (b) *Duties of the Chair.* The Chairman of the Commission shall preside at all meetings and shall appoint an executive committee and such other standing committees and task force committees as may be necessary to carry on the work of the Commission.
- (c) *Duties of the Vice-Chair.* The Vice-Chairman shall preside over all meetings in the absence of the Chairman and exercise the Chairman's duties in his absence or incapacity.
- (d) *Duties of the Secretary.* It shall be the responsibility of the Secretary, or any other officer or employee so designated by the Chairman, to send member notices of all meetings, regular, annual, or special; to keep minutes of all such meetings and other records; and to attend to the activities of the Commission as requested by the Commission or its Chairman.
- (e) *Vacancy.* In the event there exists a vacancy in the position of Chair, Vice-Chair, or Secretary, the Commission shall elect from among its membership someone to fill the unexpired term of such vacancy.  
(Ord of 5-12-98)

### **16-33. Organization and Term of Office.**

- (a) *Terms.* The term of office of the membership of the Kankakee County Regional Planning Commission shall begin upon appointment by the Kankakee County Board and shall expire at the end of its designated term. Initially, There shall be six (6)

four-year appointments and six (6) two-year appointments made to the Commission. Thereafter, members shall be appointed to four-year staggered terms.  
(Ord. of 9-8-98)

- (b) *Vacancy.* A vacancy on the Commission may be occasioned by the resignation, death, physical or mental incapacity or three (3) consecutive unexcused absences from scheduled meetings by an appointee. The Kankakee County Board shall have the power to determine the existence of the vacancy consistent with the above conditions.
- (c) *Committees.* The Chair may establish Committees upon the advice and consent of the majority of the Commission. Appointments to any such committee shall be made by the Chair with the advice and consent of the Commission.  
(Ord. of 5-12-98)

#### **16-34. Amendment to By-Laws.**

- (a) *Amendments.* These By-Laws may be amended from time to time as deemed necessary by the Kankakee County Board.  
(Ord of 5-12-98)

#### **16.35 Resolution.**

- (a) These By-Laws shall take effect immediately on passage by a quorum of the members of the Kankakee County Board.

Dated this 12th day of May, 1998.  
Amendment dated this 10<sup>th</sup> day of September 2002.  
Amendment dated this 11<sup>th</sup> day of October 2022.