

**Section 405.030. Officers — Rules Of Procedure — Meetings — Records. [R.O. 1993 § 405.030; Code 1972 § 25-3; CC 1988 § 22-32; Ord. No. 2001-2458 § 1, 2-27-2001]**

- A. The Planning and Zoning Commission shall elect a Chairman and Secretary from among the citizen members. The duties normally performed by the citizen Secretary may be delegated to an appointed employee. The term of Chairman and Secretary shall be for one (1) year, with eligibility for reelection.
- B. The Commission shall hold regular meetings and special meetings as they provide by rule, and shall adopt rules for the transaction of business, and keep a record of its proceedings. These records shall be public records.