

REVISED
BYLAWS
TOWN OF RICHLANDS
PLANNING COMMISSION
ADOPTED June 13, 1995

ARTICLE I - AUTHORIZATION

- 1-1. This Planning Commission was established in conformance with a resolution adopted by the Town Council of Richlands, Virginia in accord with the provisions of Chapter 11, Articles 1 and 3, Code of Virginia (1950), as amended, does hereby adopt the following revised by-laws.
- 1-2. The official title of this body shall be the Town of Richlands Planning Commission, hereinafter referred to as the "Commission".

ARTICLE II - PURPOSE

- 2-1. The primary purpose of the Commission is to serve in an advisory capacity to the Town Council, by preparing and recommending plans, ordinances, capital improvement programs, and other documents to the Council for its consideration.

ARTICLE III - MEMBERSHIP

- 3-1. The Commission shall consist of seven members appointed by the Council. One member shall be a member of the Council appointed for a term concurrent with that person's term of office. One member shall be the town manager appointed for a term concurrent with that persons's term in such capacity, who shall serve in an ex-officio, non-voting capacity. There shall be five citizen members, who shall be qualified voters of the Town, appointed for a term of four years, one of whom may be a member of the board of zoning appeals. A vacancy on the commission shall be filled by the council by appointment for the unexpired term only. Members may be removed for malfeasance in office. Members of the planning commission may be reimbursed for actual expenses they may incur but shall otherwise serve without compensation.

ARTICLE IV - SELECTION OF OFFICERS

- 4-1. The commission shall elect a chairman and vice-chairman from among the citizen members appointed by the council, for a term of one year, who shall be eligible for reelection, and shall appoint a secretary.

ARTICLE V - POWERS AND DUTIES

- 5-1-1 The **Chairman** shall:
preside at meetings. Appoint committees. Rule on procedural questions (subject to reversal by a two-thirds majority vote of the members present). Report official communications at the next regular commission meeting. Certify official documents involving the authority of the Commission. Certify minutes as true and correct copies. Certify maps, record and reports of the Commission.
- 5-1-2 The **Vice-chairman** shall:
Assume the full powers of the chairman in the absence or inability of the chairman to act.
- 5-1-3 The **Secretary** shall:
Record attendance at all meetings. Record the minutes of the Commission meetings. Notify members of all meetings. Maintain a file of all official Commission records and reports. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings. Attend to the correspondence necessary for the execution of the duties and functions of the Commission.
- 5-2 The commission shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record. Four members shall constitute a quorum. The commission may appoint such employees as it may deem necessary for its work and may contract with city planners, engineers, architects and other consultants for services it may require. All expenditures shall not exceed the sums appropriated by the council therefor.

ARTICLE VI - MEETINGS

- 6-1 The commission shall hold at least one regular meeting once a year, so long as the town's population does not exceed 7,500. Other regular or special meetings may be held when desired by the commission but not more often than every two months. Special meetings of the commission may be (i) called by chairman or by two members upon written request to the secretary and (ii) held upon referral of a matter pursuant to the town's zoning ordinance, by either council or the zoning administrator.

ARTICLE VII - VOTING

- 7-1 A majority of the members shall constitute a quorum.
- 7-2 No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE VIII - ORDER OF BUSINESS

- 8-1 The order of business for a regular meeting shall be:
- 8-1-1 Call to order
- 8-1-2 Roll call
- 8-1-3 Determination of a quorum
- 8-1-4 Reading of minutes
- 8-1-5 Unfinished business
- 8-1-6 New business
- 8-1-7 Adjournment
- 8-2 Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order.
- 8-3 The Commission shall keep minutes of each meeting, and these minutes shall become a public record. The secretary and chairperson shall sign all minutes, and at the end of the year, certify that the minutes of the preceding year are a true and correct copy.

ARTICLE IX - PUBLIC HEARINGS

- 9-1 In addition to those required by law, the Commission may hold public hearings on any matter which it deems to be in the public interest.
- 9-2 Notice of a public hearing shall be published once a week for two successive weeks, in a newspaper of general circulation in the area. Such notice shall specify the time and place of hearing, which cannot be less than six nor more than twenty-one days after the second newspaper advertisement.
- 9-3 The chairperson shall summarize the matter before the Commission, allow interested parties to speak, and accept written statements and other documentation pertinent to the matter being addressed.

9-4 An accurate, written record shall be made of the proceedings of a public hearing and maintained as a part of the Commission's files.

ARTICLE X - AMENDMENTS

10-1 These bylaws may be amended by a majority vote of the entire membership after thirty days prior notice.