

MARTINSVILLE PLANNING COMMISSION

BYLAWS

ARTICLE I – OBJECTIVES

- 1.1. This Commission was established by the City Council of Martinsville on June 29, 1936, in accordance with the provisions of Title 15. Chapter 11, Code of Virginia (1950), as amended.
- 1.2. The official title of this Commission shall be the Martinsville Planning Commission.

ARTICLE II – MEMBERS

- 2.1. The Planning Commission shall consist of seven (7) voting members, all of whom shall be appointed by the City Council of Martinsville. The members shall be appointed for a term of four (4) years. (Amdmt. 7-14-98)
- 2.2. Any vacancy in membership shall be filled by appointment by the City Council.
- 2.3. Planning Commission Members may serve three (3) consecutive terms. Members who have served three (3) consecutive terms are ineligible for reappointment for a period of one year unless there are an insufficient number of qualified applicants to fill all vacancies. (Amdmt. 11-17-11)

ARTICLE III – OFFICERS

- 3.1. The officers of the Commission shall consist of a chairperson, vice-chairperson, and a secretary whose terms of office shall be for one (1) year.
- 3.2. Nomination of officers shall be made from the floor at the second regular meeting in July of each year. Election of the officers shall immediately follow the nominations. A candidate receiving a majority vote of the entire membership of the Commission shall be declared duly elected. The term of office shall begin on August 1 of each year. (Amdmt. 4-21-94)
- 3.3. Vacancies in office shall be filled promptly by regular election procedures at the next scheduled meeting of the Commission or at a special called meeting.

ARTICLE IV – DUTIES OF CHAIRPERSON

- 4.1. The chairperson shall be a member of the Commission and shall:
 - 4.1.2 Preside at all meetings.
 - 4.1.3 Appoint committees, special and/or standing.
 - 4.1.4 Rule on all procedural questions, but subject to a reversal by a majority vote of Commission members present.
 - 4.1.5 Be informed of any official communication and report same at the next regular meeting.
 - 4.1.6 Carry out other duties as assigned by the Commission.

ARTICLE V – DUTIES OF VICE-CHAIRPERSON

- 5.1. The vice-chairperson shall be a member of the Commission and shall:
 - 5.1.2. Act in the absence or inability of the chairperson to act.
 - 5.1.3. Have the powers to function in the same capacity as the chairperson in cases of the chairperson's inability to act.

ARTICLE VI – DUTIES OF SECRETARY

- 6.1. The secretary shall be a member of the Commission and, in consultation and cooperation with City staff, shall:
 - 6.1.1 Keep a written record of all business transacted by the Commission.
 - 6.1.2 Notify all members of all meetings.
 - 6.1.3 Keep a file of all official records and reports of the Commission.
 - 6.1.4 Give notice of all hearings and public meetings.
 - 6.1.5 Attend to all correspondence of the Commission.
 - 6.1.6 Keep a set of minutes.
 - 6.1.7 Prepare and be responsible for the publishing of advertisements relating to public hearings.
- 6.2. All official records, reports and files of the Commission shall be kept at the City Municipal Building.

ARTICLE VII – DUTIES OF THE PLANNING COMMISSION

- 7.1. Attend regularly scheduled and called meetings and public hearings. In order to assure the necessary quorum at meetings and to enable decision making and efficient functioning of meetings, Commission members will notify the secretary, other officer, or staff a minimum of seven (7) days prior to any meeting he or she is unable to attend except in instances of illness or emergency. Inefficiency, neglect of duty or malfeasance in office shall be deemed sufficient causes for removal from office of any member of the Planning Commission, who is not a municipal office holder, but such removal shall be made only by the City Council and only after a public hearing has been conducted by the Council. (Amndt. 11-17-11)

ARTICLE VIII – MEETINGS

- 8.1. Regular meetings of the Commission shall be held on the first Tuesday and the third Thursday of each month at 2:00 PM. The meetings shall be held in the Council Chambers at the City Municipal Building. Any changes in meeting locations and/or times shall be announced at a prior Commission meeting. (Amdmt. 11-1-11)
- 8.2. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission. The Commission may change the date and time of any regular meeting at any prior meeting, and may adjourn any meeting from time to time or to another place.
- 8.3. The chairperson, in consultation with City staff, may cancel a meeting when there is no business to come before the Commission.
- 8.4. All meetings shall be open to the public and records of the Commission shall be a public record as required by the Virginia Freedom of Information Act. The Commission may meet in executive session only for those purposes stated in the Virginia Freedom of Information Act.
- 8.5. Special meetings may be called by the chairperson or at the request of any two members of the Commission.
- 8.6. Time limits for comment or representation concerning agenda items are limited to five (5) minutes per person. The chairperson may allow up to ten (10) minutes per person if the circumstances necessitate same due to the complexity of the issues and agenda items.
- 8.7. All Commission members, as well as City staff and members of the public in attendance, shall not be allowed to speak on any matter before the Commission without first gaining recognition from the chairperson.

ARTICLE IX – ORDER OF BUSINESS

9.1. The agenda at all regular meetings shall include, but need not be limited to, the following: (1) call to order; (2) invocation; (3) roll call; (4) approval of minutes of previous meeting; (5) disclosure of personal interests by Commission members; (6) old business; (7) new business; and, (8) adjournment.

ARTICLE X – VOTING

10.1. A majority of the appointed members shall constitute a quorum. Each member of the Commission shall be entitled to one vote on matters before the Commission and all members shall vote unless prevented by law or a declared interest from doing so.

10.2. All actions of the Commission shall require a majority vote of all members present and voting.

ARTICLE XI – HEARINGS

11.1. 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.

11.2. Notice of a public hearing shall be published once a week for two successive weeks in a newspaper of general circulation in the City of Martinsville, the last publication date being not less than six (6) nor more than twenty-one (21) days before the date of the hearing.

11.3. The chairperson shall summarize the matter before the Commission, allow interested parties to address the Commission, and accept written statements and other documentation pertinent to the matter before the Commission.

11.4. A written record shall be kept of the proceedings of a public hearing and maintained as part of the Commission's files.

ARTICLE XII – PARLIAMENTARY PROCEDURE

12.1. The proceedings of the Commission, unless provided for by these Bylaws or applicable to State law, shall be governed by *Robert's Rules of Order*.

ARTICLE XIII – AMENDMENTS

13.1. Amendments may be made to these Bylaws by a two-thirds (2/3) vote of the entire Commission. Said amendments shall not go into effect until the next regular meeting after it is voted on.

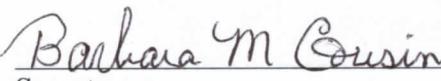
ARTICLE VX – EFFECTIVE DATE

- 14.1. Nothing in the foregoing Bylaws shall be deemed as invalidating any official business transacted by the Martinsville Planning Commission prior to the adoption of these Bylaws.
- 14.2. The foregoing Bylaws shall become effective upon a regular vote of the majority of the membership of the Commission at a regular meeting.
- 14.3. Effective date November 17, 2011.



Chairperson
Martinsville Planning Commission

Attest:



Barbara M. Cousin
Secretary
Martinsville Planning Commission