

BY-LAWS
WARSAW PLANNING COMMISSION

ARTICLE I. AUTHORITY, OBJECTIVES , POWERS, AND DUTIES

- I-1 This Commission is established in accordance with the provisions of Title 15.2 Chapter 22, Article 2 of the Code of Virginia, and pursuant to Resolution adopted by the Council of the Town of Warsaw, Virginia, on the 6th day of September 1967.
- I-2 The title of this Commission shall be “The Planning Commission of the Town of Warsaw, Virginia.”
- I-3 The objectives of this Commission are to promote the orderly development of the Town of Warsaw, and to improve the public health, safety, convenience, and welfare of the residents and property owners in the Town of Warsaw and surrounding areas by rendering assistance in an advisory capacity to the Council of the Town of Warsaw.
- I-4 The powers and duties of the Planning Commission are as provided for in Article 3, Section 3-8-2 of the Development Management Ordinance.

ARTICLE II. MEMBERS

- II-1 This Commission shall consist of seven (7) members. One (1) shall be a member of Council of the Town Council and the remaining six (6) members shall be referred to as appointed members. (02-15-90)
- II-2 The terms of the representative from the Town Council shall be co-extensive with the term of office to which he has been elected or appointed, unless the Town Council, at the first meeting each year, appoints another to serve as their representative. Remaining members shall be appointed for terms of four (4) years by the Town Council and shall serve no more than two (2) full and consecutive terms. Any vacancy in membership shall be filled by appointment of the Town Council. It shall be for an unexpired term only. Any appointed member may be removed by the Town Council for inefficiency, neglect of duty, or malfeasance of office. The Commission’s year shall begin with January 1, and end on December 31, of the same year. (7-17-91)
- II-3 Any member, who misses three (3) consecutive meetings, will be removed from their seat on the Commission.

ARTICLE III. OFFICERS

- III-1. The officers of the Commission shall consist of a Chairman, Vice Chairman, and a Secretary. The officers of the Commission shall be elected annually upon nominations from the floor at the first regular meeting each year.
- III-2. A nominee receiving the majority vote of the Commission membership present and voting shall be declared elected to office. He shall take office immediately and serve for one year or until his successor shall take office.
- III-3. Vacancies in office shall be filled in the same manner as hereinbefore stated at the next following regular meeting of the Commission.
- III-4. The Secretary of the Commission need not be a member of the Commission but, unless a member of the Commission, shall have no voice in the deliberations of the Commission.

ARTICLE IV. DUTIES OF OFFICERS

- IV-1. The Chairman shall preside at all meetings of the Commission, appoint committees, rule on procedural questions (subject to reversal by a majority vote of the members present), be informed immediately of any official communications and report same at the next meeting, and otherwise discharge the duties normally associated with the office.
- IV-2. The Vice Chairman shall discharge the duties of the Chairman in cases of the Chairman's absence or inability to act.
- IV-3. The secretary shall keep a written record of the proceeding of each meeting of the Commission; shall notify all members of meetings; shall attend to the correspondence of the Commission; shall keep a file of all official records and reports of the Commission; the original or copies of which may be submitted to other authorities or to the public; shall discharge whatever secretarial duties may be assigned by the Chairman; and shall otherwise discharge the duties normally associated with the office. (7-17-91)

ARTICLE V. COMMITTEES

- V-1. The Chairman at his own discretion, or at the request of a majority of the Commission's members, shall appoint standing committees and special committees to assist the Commission in the discharge of its' duties, and shall fix the terms of special committees appointed hereunder.

ARTICLE VI. MEETINGS

- VI-1. Regular meeting of the Commission shall be held on the first (1st) Thursday of the month at 7:00 P.M., provided there is business to discuss at that time. When a meeting falls on a legal holiday, the meeting shall be held on the day following.
- VI-2. Special meetings of the Commission shall be called by the Secretary upon the request of the Chairman, or by two members of the Commission upon written request to the Secretary.
- VI-3. All meetings of the Commission are open to the public.
- VI-4. A majority of the members of the Commission shall constitute a quorum, and no action of the Commission shall be valid unless authorized by a majority vote of those present and voting.
- VI-5. Any requests for consideration by the Planning Commission shall be held at the regularly scheduled meeting. All pertinent and/or required materials and information shall be presented to the Town Manager no later than the Friday preceding the meeting.
- VI-6. The Secretary shall deliver to all members of the Commission forty-eight (48) hours in advance of all regular meetings, an agenda with sufficient information describing actions to be taken at that meeting. (date) The secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose then of. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.

ARTICLE VII. ORDER OF BUSINESS

- VII-1. The order of business at both regular and special meetings shall be determined by the Chairman, but all meetings shall commence with a call to order, roll call, determination of a quorum and in the case of regular meetings, a reading of the minutes of the preceding regular meeting and of any special meetings held since the preceding regular meeting.
- VII-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order.

ARTICLE VIII. HEARINGS

- VIII-1. In addition to those required by law, the Commission may hold such public hearings, as it deems advisable in the protection of the public interest.

VIII-2. Public notification of public hearings shall be in accordance with Article 2, Section 2-3 of the Development Management Ordinance.

VIII-3. At the commencement of each public hearing, the Chairman or his designee shall state the purpose of the hearing and may make an explanatory statement of the matters involved.

VIII-4. Members of the public attending public hearings shall have the privilege of addressing the Commission provided, however, that each person desiring to address the Commission shall register with the Secretary at or immediately before the commencement of the meeting, and shall specify the matters toward which his remarks will be directed. The Chairman may state at the commencement of the meeting a time limit for each speaker.

VIII-5. The Secretary shall keep a record of the minutes of the meetings of the Commission, of the proceedings at public hearings, and the names of those persons addressing the Commission at such hearings.

ARTICLE IX. AMENDMENTS

IX-1. These By-Laws may be amended by a majority vote of the entire membership at any regular meeting of the Commission.

IX-2. Should any of the provisions contained in these By-Laws be found to be inconsistent with or in violation of any provision of the Code of Virginia, or as the same may hereafter be amended, than any such provisions shall thereafter be null and void, but the nullification of any Section of these By-Laws shall not thereby invalidate the remaining By-Laws.

ARTICLE X. EFFECTIVE DATE

X-1. These By-Laws shall become effective immediately upon their adoption by a majority vote of the entire membership of the Commission at a regular meeting of the Commission, or at any special meeting called for the stated purpose of considering the adoption of By-Laws.

Adopted: November 22, 1967.

Revised: February 15, 1990.

Revised: July 17, 1991.

Revised and Adopted: March 7, 2002