



County of Prince Edward
 Planning Commission
 Agenda Summary

Meeting Date: January 21, 2014
 Item No.: 2-5
 Department: Planning Commission
 Staff Contact: W.W. Bartlett
 Issue: Commission Organization

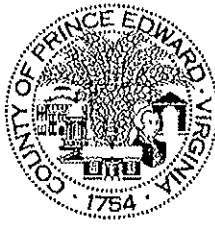
Summary:

- Election of Chairman
- Election of Vice-Chairman
- Set Day, Time and Place of Regular Meetings
- Adoption of Commission Bylaws

Attachments: 2014 Meeting Schedule
 Commission Bylaws

- Recommendations:**
1. Elect a Chairman
 2. Elect a Vice Chairman
 3. Establish the Regular Meeting Schedule
 4. Adopt the Bylaws

Motion _____	Mason _____	Hunt _____	Jones _____
Second _____	Townsend _____	Gilliam _____	Watson _____
Porterfield _____	Jenkins _____	Leatherwood _____	Terry _____



**Prince Edward County Planning Commission
2014 Regular Meeting Schedule**

Tuesday, January 21, 2014

Tuesday, February 18, 2014

Tuesday, March 18, 2014

Tuesday, April 15, 2014

Tuesday, May 20, 2014

Tuesday, June 17, 2014

Tuesday, July 15, 2014

Tuesday, August 19, 2014

Tuesday, September 16, 2014

Tuesday, October 21, 2014

Tuesday, November 18, 2014

Tuesday, December 16, 2014

All meetings will be held at 7:30 p.m. in the Board of Supervisor Meeting Room, 111 South Street, 3rd Floor, Prince Edward County Courthouse, Farmville, VA 23901. This meeting schedule is subject to change, by vote of the Prince Edward County Planning Commission, and with appropriate public notice.

Bylaws of the Prince Edward County Planning Commission

As adopted by Prince Edward County Planning Commission on June 15, 2010, and amended.

- 1) Meetings shall be held on a monthly basis, normally on the third Tuesday of the month at 7:30 P.M. in the Board of Supervisor's room. The schedule may be altered at any regularly scheduled meeting. Meetings may be cancelled due to lack of business, but the Commission shall meet at least every two months.
- 2) Additional meetings may be held at any time upon the call of the chairman, or by a majority of the members of the commission, or upon request of the Board of Supervisors following at least twenty-four hours' notice to each member of the commission.
- 3) The commission at its regular meeting in January of each year shall elect a chairman and vice-chairman. The recording secretary shall be the Director of Planning and Community Development or a designated alternate, who shall make an audiotape of the proceedings of each meeting and prepare minutes for the permanent records of the commission.
- 4) The duties and powers of the officers of the planning commission shall be as follows:
 - A. Chairman
 - Preside at all meetings of the commission.
 - Call special meetings of the commission in accordance with the bylaws.
 - Sign documents of the commission.
 - See that all actions of the commission are properly taken.
 - B. Vice-Chairman
 - During the absence, disability, or disqualification of the chairman, the vice-chairman shall exercise or perform all duties and be subject to all the responsibilities of the chairman.
 - C. Recording Secretary
 - Prepare an audiotape of the proceedings of each meeting of the commission.
 - Prepare minutes from the audiotape of each meeting in detail sufficient to include the tenor of public comments and the commission's reasoning underlying each decision or recommendation.
 - Circulate a copy of the minutes to each member of the commission before the next meeting.
 - Prepare the agenda for all commission meetings.

- Be custodian of commission records.
 - Inform the commission of correspondence relating to business of the commission and attend to such correspondence.
 - Handle funds allocated to the commission in accordance with its directives, state law, and county ordinances.
 - Sign official documents of the commission.
- 5) All maps, plats, site plans, and other materials submitted to the commission shall be filed in the office of the Director of Planning and Community Development and maintained for public access until the project to which they relate has been completed or vacated. Minutes of the commission's meetings shall be permanently filed in the office of the planner and maintained for public access.
 - 6) Matters referred to the commission by the Board of Supervisors shall be placed on the calendar for consideration and possible action at the first meeting of the commission after the referral and appropriate public notification.
 - 7) Matters coming to the commission shall be placed on the calendar for consideration only if the Director of Planning and Community Development certifies that the signature of all property owners directly involved have been affixed to the application or letter of request.
 - 8) A majority of the members of the commission shall constitute a quorum for the transaction of business, but no quorum shall be required for informational meetings at which no action is to be taken.
 - 9) Reconsideration of any decision of the commission may be taken when the interested party for such reconsideration makes a showing satisfactory to the chairman that, without fault or deliberate omission on his/her own part, essential facts were not presented to the chairman.
 - 10) Roberts Rules of Order for Committees shall govern the commission's proceedings in all cases not specifically ordered by these bylaws.
 - 11) Order of consideration of agenda items in a public hearing:
 - Director of Planning and Community Development or other staff member presents report including summary of all comments (written, electronic and verbal) received from interested parties and makes a recommendation.
 - Commission members may question the staff member on the presentation.
 - Proponent(s) of the agenda item make presentations as appropriate.
 - Opponent(s) of the agenda item make presentations as appropriate.
 - Applicant makes rebuttal of objections not previously covered.

- Commission members may question applicant, proponents, or opponents or may offer comments on the agenda item.
 - Commission may opt to gather additional information about the matter and take action at a future meeting, or vote on recommendation, whether approving or denying request, to Board of Supervisors.
- 12) Any member of the commission who has any personal or financial interest in any matter before the commission shall declare the nature of that interest and shall if the interest constitutes a legal conflict of interest by Virginia law recuse him/herself from the deliberations on that matter, including lobbying other members, participating in the discussions, or voting on the matter. In cases where the interests do not raise to the level of legal conflict of interest by Virginia law, a member may voluntarily recuse him/herself in the interest of avoiding the appearance of conflict. All commission members shall be sensitive to the importance of impartiality and shall endeavor to always avoid any actual or appearance of conflict of interest.
 - 13) Each member of the commission who has knowledge that he/*she* will be unable to attend a scheduled meeting of the commission shall notify the County Administrator's office at the earliest opportunity. The Director of Planning and Community Development shall notify the chairman if projected absences will produce a lack of quorum. Members who are absent from three consecutive meetings, or who are absent from more than half of the commission's meetings during a calendar year, will be referred to the Prince Edward County Board of Supervisors for possible replacement.
 - 14) The vice-chairman shall succeed the chairman if he vacates his office before his term is completed. A new vice-chairman shall be elected at the next regular meeting.
 - 15) These bylaws may be recommended for amendment at any meeting having a quorum present by a majority vote, provided that notice of such proposed amendment has been given to each member in writing at least two weeks prior to its consideration. If recommended for approval, proposed amendments must then be adopted by the Board of Supervisors before becoming effective.
 - 16) Planning Commission members are strongly encouraged to attend a Virginia Certified Planning Commissioner's Training Program within two years of their appointment to the Planning Commission. This certification course will provide a basic foundation of planning law, history, and technical expertise needed by planning commissioners to maximize their competency and ability to render legally defensible decisions and recommendations. Costs associated with the program will normally be paid by Prince Edward County.