

RICHMOND COUNTY, VIRGINIA PLANNING COMMISSION BY-LAWS

ARTICLE I - OBJECTIVES AND AUTHORITY

- 1-1. This Commission is established in accordance with the provisions of Chapter 22, Title 15.2 of the Code of Virginia, 1950, as amended, and pursuant to the resolution adopted by the Board of Supervisors of Richmond County, Virginia, on the 12th day of January, 1967.
- 1-2. The title of this Commission shall be “The Richmond County Planning Commission.”
- 1-3. The objectives of this Commission are to promote the orderly development of the County of Richmond; to encourage the improvement of public health, safety, educational needs, and recreational facilities; that the needs of agriculture, industry, and business be recognized for future growth; that residential areas be provided with healthy surroundings for family life; and that the growth of the County be consonant with the efficient and economical use of public funds. In accomplishing the above, the Planning Commission shall serve primarily in an advisory capacity to the County Board of Supervisors.

ARTICLE II - MEMBERS

- 2-1. This Commission shall consist of ten (10) members and shall be appointed by the County Board of Supervisors.
- 2-2. The term of office of the members shall be for a period of four (4) calendar years.
- 2-3. Members may serve two (2) consecutive four (4) year terms and then must sit out for at least one (1) term before becoming eligible for reappointment to the Commission.
 - i. First term members that enroll in and complete the Certified Planning Commissioner Course during and only within their first term may serve for a maximum of three (3) consecutive four (4) year terms and then must set out for at least one (1) term before becoming eligible for reappointment to the Commission (amended August 4th, 2014).
- 2-5. Members may be removed by the Board of Supervisors for malfeasance in office, for being absent from any three (3) consecutive meetings of the Commission, or for being absent from any four (4) meetings of the Commission within any 12-month period.
- 2-6. Members are encouraged to attend educational sessions that may be offered within the State regarding the function and/or duties of a local Planning Commission. The Chairman or his designee shall make efforts to have education sessions of this type offered within the Northern Neck on an annual or biennial basis.

ARTICLE III – OFFICERS

- 3-1. The officers of the Commission shall consist of a Chairman, Vice-Chairman, a Secretary, and an Alternate Secretary. The officers of the Commission shall be elected annually, upon nominations from the floor, at the first regular meeting each calendar year.
- 3-2. A nominee receiving a majority vote of the Commission membership present and voting shall be declared elected to office. He or she shall take office immediately and serve for one (1) year, or until his or her successor shall take office.
- 3-3. Vacancies in office shall be filled in the same manner as hereinbefore stated at the next regular meeting of the Commission.
- 3-4. The Secretary and Alternate Secretary of the Commission need not be members of the Commission, but, unless members of the Commission, shall have no voice in the deliberations of the Commission.
- 3-5. The Chairman shall appoint, at the October regular meeting, a Nominating Committee to present a slate of officer nominees for the December regular meeting.

ARTICLE IV – DUTIES OF OFFICERS

- 4-1. The Chairman shall preside at all meetings of the Commission, appoint committees, rule on procedural questions (subject to a 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.
- 4-2. The Vice-Chairman shall discharge the duties of the Chairman in cases of the Chairman's absence or inability to act.
- 4-3. The Secretary shall keep a written record of the proceedings of each meeting of the Commission; shall notify all members of special meetings; shall keep a file of all official records and reports of the Commission, the originals or copies of which may be submitted to other authorities or to the public; shall discharge whatever other secretarial duties may be assigned by the Chairman; and shall otherwise discharge the duties normally associated with the office.
- 4-4. The Alternate Secretary shall discharge the duties of the Secretary in cases of the Secretary's absence or inability to act.

ARTICLE V – COMMITTEES

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- 5-1. The Chairman at his 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

- 6-1. Regular meetings of the Commission shall be held on Monday prior to the second Thursday of each month at 7:00 p.m., at such place as may be selected by the Commission and stated in the notice of the meeting to members of the Commission. When a meeting date falls on a legal holiday, the meeting shall be held on the first working day following the holiday.
- 6-2. Special meetings of the Commission shall be called by the Secretary upon the request of the Chairman, or upon the written request of two (2) members of the Commission.
- 6-3. All regular meetings, hearings, records, and accounts shall be open to the public.
- 6-4. 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.
- 6-5. The Secretary shall mail to all members of the Commission, at least four (4) days in advance of a meeting, a written notice fixing a time and place of the meeting and the purpose thereof.

ARTICLE VII – ORDER OF BUSINESS

- 7-1. 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 quorum, and, in 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.
- 7-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order.

ARTICLE VIII – HEARINGS

- 8-1. 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.
- 8-2. All public hearings, including those not required by law, shall be publicized in accordance with Section 15.2-2204 of the Code of Virginia, 1950, as amended.

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- 8-3. 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.
- 8-4. 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 or her remarks will be directed.
- 8-5. The Secretary shall keep a record with the minutes of the meetings of the Commission, of the proceedings at public hearings, and of the names of those persons addressing the Commission at such hearings.

ARTICLE IX – AMENDMENTS

- 9-1. These By-laws may be amended by a 2/3 vote of the entire membership at any regular meeting of the Commission.
- 9-2. 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, 1950, as amended, or as the same may hereafter be amended, then any such provisions shall thereafter be null and not thereby invalidate the remaining By-laws.

ARTICLE X – EFFECTIVE DATE

- 10-1. These By-laws shall become effective immediately upon their adoption by a 2/3 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.

AMENDED AND ADOPTED: Monday, June 9, 2008

William C. Herbert, II, Chairman

AMENDED: Monday, August 11, 2014

Martha Hall, Chairperson