

## **BY-LAWS**

### **ARTICLE I - Name of Commission**

The name of this organization shall be the York County Planning Commission.

### **ARTICLE II - Authorization**

The authorization for the establishment of this Planning Commission is set forth under the Pennsylvania Municipalities Planning Code (Act 247 of 1968) and amendments thereto. Powers and duties are delegated to the Planning Commission by the County Commissioners by Ordinance dated September 21, 1994 in accordance with the above mentioned enabling law.

### **ARTICLE III - Membership**

Membership shall consist of nine (9) persons to be appointed by the York County Board of Commissioners. The method of selection and appointment of members and their terms of office shall be as specified in the Ordinance enacted by the County Commissioners dated September 21, 1994. All members shall reside in York County. Each member shall be entitled to one vote.

### **ARTICLE IV - Officers**

- Section 1. The Officers of the Planning Commission shall consist of a Chairman, Vice-Chairman, Secretary, and Treasurer.
- Section 2. The Chairman shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.
- Section 3. In the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman.
- Section 4. The Secretary shall keep the minutes and records of the Commission, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a Secretary.

Section 5. The Treasurer with the assistance of such staff as is available shall maintain and keep records of all receipts and disbursements. An annual audit shall be made, copies of which shall be forwarded to each member of the Commission and others as directed by the Chairman.

Section 6. The Treasurer is authorized to receive all appropriations and disburse monies as authorized by the Planning Commission.

#### **ARTICLE V - Election of Officers**

Section 1. An annual organization meeting shall be held at the regular meeting time during the month of January.

Section 2. Nominations shall be made at the annual organization meeting and election of the officers specified in Section 1 of Article IV shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected, and shall serve for one year or until his successor shall take office.

Section 4. Vacancies in office shall be filled at the next scheduled meeting by regular election procedure.

#### **ARTICLE VI - Meetings**

Section 1. Meetings will be held monthly at a date, time and location agreed upon by the majority of the Commission.

Section 2. A quorum shall consist of five (5) members of the Commission. The number of votes necessary to transact business shall be five (5). Voting shall be by voice vote. A roll call vote may be requested by any member. A record of such roll call vote shall be kept as a part of the minutes.

Section 3. Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call a special meeting when requested to do so by a majority of members of the Commission. The Secretary shall notify all members of the Commission in writing not less than five (5) days in advance of such special meeting.

Section 4. All meetings shall be conducted in accordance with the Pennsylvania State Sunshine Law, (Act of July 3, 1986, P.L. 388, No. 84, 65 P.S. 271 et seq.) and amendments thereto.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

### **ARTICLE VII - Committees**

Section 1. The Chairman, as circumstances require, may create and charge committees to undertake certain tasks. The Chairman shall designate a Chairman and Committee members.

Section 2. As circumstances require, advisory committees of non-commission members may be formed and charged by majority vote of the Commission. Authority for the appointment of members to such committees shall be vested with the Chairman.

### **ARTICLE VIII - Order of Business**

Section 1. The order of business at regular meetings shall be:

- a. Roll call
- b. Reading of minutes of previous meeting and action thereon
- c. Communications
- d. Reports of Officers and Committees
- e. Old Business
- f. New Business
- g. Adjournment

Section 2. A motion from the floor must be made and passed in order to dispense with any item on the agenda.

### **ARTICLE IX - Employees**

Section 1. Within the limits imposed by the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid in its work. Appointment of the staff Director shall be made by five (5) affirmative votes.

Authority for the appointment of all other personnel shall be vested with the Director, with the consent of the Commission.

Section 2. All personnel matters shall be governed by the Employee Handbook adopted on January 1, 1994 and amendments thereto and the Equal Employment Opportunity Affirmative Action Program adopted on May, 1996 and amendments thereto.

## **ARTICLE X -Hearings**

- Section 1. In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.
- Section 2. Notice of the time and place of such hearings, when on matters of widespread interest, shall be published once each week for two successive weeks, in at least one newspaper of general circulation in the territorial jurisdiction of the Commission, not earlier than thirty (30) days prior to the hearing and the second publication shall not be less than seven (7) days from the day of the hearing. For matters of limited territorial interest, notice shall be given in such manner as is deemed appropriate by the Commission.
- Section 3. The matter before the Commission shall be presented in summary by a member of the Commission designated by the Chairman, and parties in interest shall have the privilege of the floor. Staff may be used at the direction of the Chairman for this purpose.
- Section 4. No record or statement shall be recorded or sworn to as evidence for any Court of Law without notice to the parties.
- Section 5. A record shall be kept of those speaking before the Commission at such hearings.

**ARTICLE XI - Amendments**

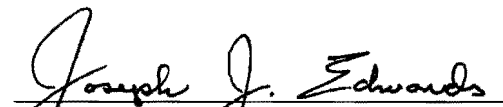
These by-laws may be amended by five (5) affirmative votes. Fifteen (15) days notice of the intent to consider any such amendment shall be mailed to each member.

Adopted this date,

December 2, 1998

Attested:

  
Secretary

  
Chairman