

BYLAWS

CHESTER COUNTY PLANNING COMMISSION

JANUARY 1978

AMENDED JANUARY 1979

AMENDED MARCH 1983

AMENDED JULY 1992

AMENDED AUGUST 2016

AMENDED AUGUST 2019

AMENDED NOVEMBER 10, 2020

## BYLAWS

### CHESTER COUNTY PLANNING COMMISSION CHESTER COUNTY, PENNSYLVANIA

#### ARTICLE I

##### Name of Commission

- 1.1 The name of this organization shall be CHESTER COUNTY PLANNING COMMISSION.

#### ARTICLE II

##### Authorization

- 2.1 The County Board of Commissioners (herein known as the "Commissioners") shall have authorization to establish the Planning Commission as set forth under Section 201 of the Pennsylvania Municipalities Planning Code, Act 247 of July 1968, as amended.

#### ARTICLE III

##### Membership

- 3.1 Membership shall consist of nine (9) members who are appointed by the Commissioners in the manner prescribed in Article II of the Municipalities Planning Code. Each member is to serve a four-year term. The terms of the members are to be such that on commissions of nine members, not more than three (3) are to be reappointed or replaced during any one calendar year. In the event of a vacancy, the Commissioners are to appoint an individual to fill the unexpired term.
- 3.2 All Planning Commissioners must reside within the County. At least six (6) of the nine (9) members are not to be officers or employees of the County.

#### ARTICLE IV

##### Officers

- 4.1 The officers of the Planning Commission shall consist of Chair, Vice-Chair, and Secretary. The Chair and Vice-Chair shall have terms of one year. The Secretary may be a person not appointed as a member of the Planning Commission.
- 4.2 The Chair shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers. At each meeting, the Chair shall submit such recommendations and information as may be considered proper concerning the business affairs and policies of the Commission.
- 4.3 The Vice-Chair shall act for the Chair in his/her absence. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the new Chair shall be selected.
- 4.4 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 Chair, provide notice of all meetings to Commission members, arrange legal notice of meetings, attend to correspondence of the Commission, and such other duties as are normally carried out by a Secretary.

ARTICLE V  
Election of Officers and Reorganization

- 5.1 An annual organization meeting shall be held at the regular meeting in January.
- 5.2 Nominations shall be made from the floor or by a nominating committee at the annual organization meeting, and election of officers set forth in Section 4.1 of Article IV shall follow immediately thereafter.
- 5.3 A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected.
- 5.4 Vacancies in office shall be filled by the Planning Commission by regular election procedures at the next regular meeting.
- 5.5 Following the annual organization meeting, committees may be appointed for the year by the Chair.
- 5.6 The Chair shall notify the Board of Commissioners of any vacancies of members from the Planning Commission.

ARTICLE VI  
Meetings

- 6.1 Meetings dates, times and location/manner for the year shall be determined by the Commission at its organization meeting. Meetings shall be held on a regular monthly basis. In the event of conflict with holidays or other events, a majority of the members present at an official meeting may change the date or location of said meeting. Meetings may be held in person, a combination of in person and remote electronic participation, or full remote electronic participation when there is an emergency situation. Notice of all public meetings shall be posted on the Planning Commission web site and shall be advertised in area newspapers. In emergency situations, meetings may be held fully remotely and electronically, via the internet or telephone, provided public access is available and notice of the change to a fully remote and electronic meeting is posted on the Planning Commission website with meeting details at least 24 hours before the meeting.
- 6.2 Notice of the time, manner, and place of additional meetings, except special meetings, or changes to the scheduled monthly meetings shall be published once a week for two successive weeks in at least one newspaper of general circulation in the territorial jurisdiction of the Commission. The first publication shall be not more than thirty (30) days or less than fourteen (14) days from the date of the hearing. Notice of meetings shall also be posted electronically on the Planning Commission website.
- 6.3 A quorum shall consist of a majority of currently appointed members of the Commission. A quorum shall be required to take action on business items. Action shall be by a majority of the members present, either in person or electronically, and voting. Voting shall be by voice vote. A record of the vote shall be kept as part of the Minutes.
- 6.4 Special meetings may be called by the Chair. It shall be the duty of the Chair 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 or by e-mail not less than five (5) days in advance of such special meetings.

- 6.5 All meetings, or portions of meetings, at which official action is taken, shall be open to the general public. However, the Commission may meet in executive session for discussion purposes, in compliance with the Pennsylvania Sunshine Law.
- 6.6 Unless otherwise specified, "Robert's Rules of Order" shall govern the proceedings at the meetings of this Commission.
- 6.7 The powers, duties and responsibilities of the members and officers of the Commission shall be as set forth in the Pennsylvania Municipalities Planning Code Act 247 of 1968 as amended.

ARTICLE VII  
Order of Business

- 7.1 The Secretary of the Commission, under the direction of the Chair, shall establish the agenda for each regular, special, and executive meeting.

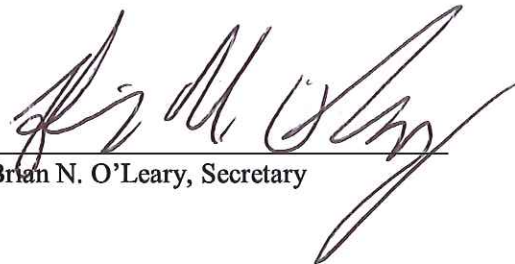
ARTICLE VIII  
Employees

- 8.1 Within the limits imposed by funds available for its use, the Commission shall recommend to the County Human Resources Office and the Commissioners such staff personnel and/or consultants as deemed necessary to perform the planning program and its related work. Recommendations shall be made by a majority vote of the entire Planning Commission membership, with the approval by the Commissioners and the Salary Board. Staff shall be County employees.

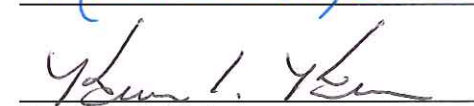
ARTICLE IX  
Amendments

- 9.1 These Bylaws may be amended by a majority vote of the entire membership of the Planning Commission.
- 9.2 Notice of the proposed change in the Bylaws must be given at least thirty (30) days prior to the meeting at which the amendments to the Bylaws shall be considered, and this notice must be in writing by first-class mail or by electronic delivery to all members of the Commission.

ATTESTED:

  
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Brian N. O'Leary, Secretary

ADOPTED THIS DATE:

November 10, 2020  
  
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Kevin Kerr, Chairman