

COPY

WASHINGTON COUNTY PLANNING COMMISSION

**AMENDED
BYLAWS**

**ARTICLE I
Name of Commission**

The name of this organization shall be the Washington County Planning Commission ("the Commission").

**ARTICLE II
Authorization**

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The authorization for the establishment of this organization is set forth in Article 66B of the Annotated Code of Maryland, particularly Sections 3.02 and 3.03.

**ARTICLE III
Membership**

Section 1. The Commission shall consist of seven (7) members appointed by the Board of County Commissioners ("the Board"), one of whom may be a member of the Board to serve in an ex officio capacity concurrent with the member's official term of office.

Section 2. The term of each member shall be five (5) years, or until the member's successor takes office. The terms of the members shall be staggered.

Section 3. Members may, after a public hearing, be removed by the Board for inefficiency, neglect of duty, or malfeasance in office. The Board that removes a member shall file a written statement of reasons for the removal. Vacancies occurring other than through the expiration of term shall be filled for the unexpired term by the Board.

Section 4. All members of the Commission shall reside in Washington County.

Section 5. Each member of the Commission shall be entitled to one (1) vote.

Section 6. All members, except for the ex officio member, shall serve with such compensation as the Board deems appropriate.

**ARTICLE IV
Officers**

Section 1. The Commission shall elect a chair and a vice-chair from the appointed members of the Commission and may create and fill such other offices as it deems appropriate.

Section 2. The term of the chair shall be for one (1) year, with eligibility for reelection.

Section 3. The chair shall preside at all meetings and hearings of the Commission, and shall have the duties normally conferred by parliamentary procedure.

Section 4. The vice-chair shall act for the chair in the chair's absence.

**ARTICLE V
Election of Officers**

Section 1. Election of the chair and vice-chair shall be held at the regular meeting of the Commission in June of each year, and those elected shall take office at the regular meeting in July.

Section 2. Nominations for chair and vice-chair shall be made from the floor, and elections shall immediately follow.

Section 3. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one (1) year, or until that officer's successor shall take office.

Section 4. Vacancies in the offices of chair and vice-chair shall be filled by the adopted election procedure at the first regular meeting of the Commission following notification of the vacancy.

**ARTICLE VI
Meetings**

Section 1. Regular meetings shall be held on the first Monday of each month at 7:00 p.m. or at such other time as deemed appropriate by the Commission. In the event of a conflict with holidays or other events, a majority vote shall determine the alternate meeting date. The Commission shall hold at least one regular meeting each month.

Section 2. A quorum shall consist of four (4) members of the Commission. A motion to approve any matter before the Commission, or to recommend approval of any request requiring action by the Board, shall require an affirmative vote of a majority of those

present and voting. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting or may hold the meeting to discuss the matters on the agenda without taking any action on those or other matters. This section shall apply to public hearings as well as to all meetings.

Section 3. Members shall not participate on behalf in any matter that would, to their knowledge, have a direct financial impact, as distinguished from the public generally, on them, their spouse or dependent child, or a business entity with which they are affiliated, and shall otherwise comply with the terms of all applicable county ordinances and policies, including without limitation the Washington County Ethics Ordinance. Members may disqualify themselves from voting whenever any applicant, or agent, has sought to influence the vote of the members on an application, other than in the public meeting.

Section 4. Special meetings may be called by the chair with concurrence of the majority of the Commission. It shall be the duty of the chair to call a special meeting when requested to do so by a majority of the Commission. The chair shall notify all members of the Commission of the time, place, and subject of the meeting at least three (3) days in advance of such special meeting. Special meetings shall be held at such times and places as determined by a majority of the members.

Section 5. All meetings or portions of meetings at which official action is taken shall be open to the public pursuant to the Maryland Open Meetings Act. However, the Commission may meet in closed session when permitted to do so by the Act.

Section 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

Section 7. Any provision of these rules not governed by state or county law may be temporarily suspended by a favorable two-thirds vote of all members of the Commission, which vote shall be entered in the minutes.

ARTICLE VII
Order of Business

Section 1. An agenda shall be prepared and shall be approved by the chair for all regular meetings. The agenda along with any supporting documents shall be sent to all Commission members by no later than the Friday preceding the regular Monday monthly meeting. Agendas for special meetings shall be prepared as deemed necessary by the Commission.

Section 2. The order of business, set forth on the agenda, shall be:

- a. Call to order
- b. Roll call

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Washington County

- c. Reading of the minutes of the previous meetings
- d. Communications and bills
- e. Reports
- f. Unfinished business
- g. New business
- h. Other business
- i. Adjournment

Section 3. A motion from the floor must be made and passed in order to dispense with any item on the agenda, unless the item does not require any action by the Commission.

ARTICLE VIII Employees

The Commission may appoint such employees as it may deem necessary for its work, and may also contract with consultants for such services as it may require. The expenditures of the Commission, exclusive of gifts, shall be under such conditions and within the amounts appropriated for the purpose by the Board.

ARTICLE IX Hearings

Section 1. In addition to those required by law, the Commission may hold public hearings when it finds that they will be in the public interest.

Section 2. Notice of the time and place of such hearings on matters of general public interest shall be published in accordance with the Maryland Open Meetings Act and Md. Code, Article 66B, §4.04, inter alia, as applicable. For matters of limited public interest, notice shall be given in such a manner as deemed appropriate by the Commission.

Section 3. The matter before the Commission shall be presented in summary by a member of the staff, and parties of interest shall have the right to be heard.

Section 4. A record shall be kept of those speaking before the Commission at such hearings, and a transcript or recording of all comments shall be made.

Section 5. The Commission shall keep records of its resolutions, transactions, findings, and determinations and the records of the resolutions, transactions, findings, and determinations of the Commission shall be open to the public.

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**ARTICLE X
Amendments**

These bylaws may be amended by a majority vote of the entire membership of the Commission provided such amendment is proposed at a prior meeting and made available to all Commission members in writing at least three (3) days prior to the meeting at which it is to be considered.

**ARTICLE XI
Recordation**

A copy of these bylaws and any amendments thereto shall be recorded in the office of the Clerk of the Circuit Court for Washington County within ten (10) days following the date of adoption.

**ARTICLE XII
Repealing Clause**

All previously adopted bylaws and all amendments thereto are, upon adoption of these bylaws, repealed.

Adopted this 5th day of January, 2009.

ATTEST:

Debra Sue Eckard

WASHINGTON COUNTY
PLANNING COMMISSION

BY: George Anikas
George Anikas, Chairman

Originally adopted June 5, 1980.
Revision 1 adopted January 10, 2005
Revision 1 re-adopted January 5, 2009.

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