

BY-LAWS
IRVINGTON PLANNING COMMISSION
Irvington, Virginia
Adopted December 6, 1994
Revised March 1, 2016
Amended and Restated December 13, 2018
Amended and Restated June 9, 2020

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ARTICLE 1 - AUTHORITY

The Irvington Planning Commission, established by Resolution of Irvington Town Council on October 9, 1969 and Amended and Restated by Resolution 2018-011, hereby amends and restates By-Laws for its operation and to comply with VA Code Ann. Section 15.2-2210 *et seq*, the Town Code and Irvington Town Council Resolution 2018-011 dated, December 13, 2018

ARTICLE 2 - OFFICERS AND THEIR SELECTION

The officers of the Irvington Planning Commission (the “Commission”) shall consist of a Chairman, a Vice-chairman, and a Secretary, who shall be chosen pursuant to VA Code Ann. Section 15.2-2217.

Nomination of officers shall be made from the floor at the regular May meeting each year. Election of officers shall follow immediately.

A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. He/she shall take office immediately and serve for one (1) year or until his/her successor shall take office. Vacancies in office shall be filled immediately by the same procedures used at the May meeting.

ARTICLE 3 - DUTIES

The Commission shall perform the duties identified in VA Code Ann. Section 15.2-2221.

The Chairman shall:

Preside at all meetings.

Appoint committees, special and/or standing.

Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the members present).

Be informed immediately of any official communication and report same at the next regular meeting.

Carry out other duties as assigned by the Commission.

The Vice-Chairman shall:

Act in the absence or inability of the Chairman to act

Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.

The Secretary shall:

Assume the administrative duties for the Commission.

Notify all members of special meetings.

Attend to the correspondence of the Commission, and keep a written record of all business transacted by the Commission.

Provide a copy of all records to the Town Clerk for the public record.

ARTICLE 4 - STANDING AND SPECIAL COMMITTEES

The following standing committees shall be appointed by the Chairman to serve as needed:

A Comprehensive Plan Committee. It shall coordinate the work of the other committees as it progresses and relate it to the overall program and keep the Comprehensive Plan developing in a realistic and reasonable manner.

Special committees may be appointed by the Chairman for the purpose and terms approved by the Commission.

The Chairman shall be an *ex officio* member of every committee.

The Council Liaison shall not chair a committee.

ARTICLE 5 - MEETINGS

Regular meeting of the Commission shall be held on the first Tuesday, at 6:30 pm of each month or at the advertised time. . When a meeting date falls on a legal holiday, the meeting shall be held on the following Tuesday unless otherwise designated by the Commission.

Special meetings shall be called at the request of the Chairman or at the request of a quorum of the membership with a notice of at least three (3) business days.

All regular meetings, hearings, records and accounts shall be open to the public.

A majority of the membership of the Commission shall constitute a quorum.

The number of votes necessary to transact business shall be a majority of the membership present and voting. Voting may be by roll call in which case a record shall be kept as a part of the minutes.

ARTICLE 6 - ORDER OF BUSINESS

The order of business for a regular meeting shall be:

- Call to order by Chairman
- Determination of a quorum
- Approval of minutes
- Report of Chairman/Secretary
- Report of Zoning Administrator
- Unfinished Business
- New Business
- Adjournment

Parliamentary procedure in Commission meetings shall be governed by the current Robert's Rules of Order.

The Commission shall keep a set of minutes of all meetings, and these minutes shall become a public record.

ARTICLE 7 - HEARINGS

In addition to those required by law, the Commission at its discretion may hold public hearings when it decides that a hearing will be in the public interest.

Notice of a special hearing shall be published as required by VA Code Ann. Section 15.2-2214.

The matter to be addressed by the Commission shall be summarized by the Chairman or by the Zoning Administrator if requested by the Chairman.

A record shall be kept of those speaking before the hearing.

ARTICLE 8 - AMENDMENTS

These By-Laws may be changed by a recorded majority vote of the entire Commission membership after ten (10) days prior notice, subject to prior approval by Town Council if required by state law or Irvington Town Council Resolution 2018 -011.