

Bylaws for Sheshequin Township Planning Commission

Article I. Name of Commission

The name of this organization shall be Sheshequin Township Planning Commission.

Article II. Authorization

The authorization for the establishment of this planning commission is set forth under Section 201 of the Pennsylvania Municipalities Planning Code, Act 247 of July 31, 1968, reenacted and amended by Act 170 of December 21, 1988, P.L. 1329. Powers and duties are delegated to the Planning Commission by the Board of Supervisors of Sheshequin Township by Ordinance #02 of 2002 in accordance with the above mentioned enabling law.

Article III. Membership

Section 1. Membership shall consist of nine persons to be appointed by the Board of Supervisors.

Section 2. All members of the said Commission shall reside within the township of Sheshequin.

Section 3. The term of office of members shall be four(4) years and should expire December 31 or until a successor is appointed, except that the terms of the members first appointed shall be so fixed that no more than three (3) shall be reappointed or replaced during any future calendar year.

Section 4. In the event of vacancies, the governing body shall appoint a member to fill the unexpired term. Members whose terms have expired shall hold office until their successors have been appointed.

Section 5. Except in instances of sudden illness or other unforeseen hardship, members shall advise the Chairperson or Secretary of their intended absence on the day prior to the meeting. Excused absences will be recorded at the roll call. Any member who misses three (3) consecutive Board meetings without excuse may be removed and replaced by appointment after an appropriate hearing.

Section 6. Should the governing body of any municipality determine to increase the number of members of an already existing planning commission, the additional members shall be appointed as provided in this article. If the governing body of any municipality shall determine to reduce the number of members on any existing planning commission, such reductions shall be effectuated by allowing the terms to expire and by making no new appointments to fill the vacancy. Any reduction or increase shall be by ordinance.

Article IV. Officers

Section 1. The Officers of the Planning Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary.

Section 2. The Chairperson shall preside at all meetings and hearing of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. 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 Chairperson, 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.

Article V. Election of Officers

Section 1. An annual organization meeting shall be held during the first regular meeting in January or at a special meeting following the organization meeting of the governing body.

Section 2. Nomination shall be made from the floor at the annual organization meeting and election of the officers specified in Section I 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 immediately by regular election procedure.

Article VI. Meetings

Section 1. Regular meetings will be held on the first Wednesday of each month at 7:00 p.m. at the Sheshequin Township Building.

Section 2. A quorum shall consist of four (4). A quorum is necessary to transact business. Each member shall be entitled to one vote. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

Section 3. Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson 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 not less than 24 hours in advance of such special meeting and provide notice to the public as required by the Sunshine Act.

Section 4. All meetings or portions of meetings at which official action is taken shall be open to the general public. Any person attending a meeting shall have the right to use recording devices to record all proceedings. Use of devices such as audio, video or other recording equipment shall be subject to rules and guidelines prepared and approved by the commission. However, in accordance with the Sunshine Act, such rules or restrictions shall not serve to exclude use of recording devices to record the proceedings of a public meeting.

Section 5. Any person wishing to address the commission shall be given the opportunity provided their remarks are relevant to the subject being considered and provided they do not become personal or abusive. It shall be the responsibility of the Chairperson to place any restriction on the time that may be allotted to a speaker.

Article VII. Order of Business

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

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|---------------------------------|------------------------|
| a. Roll call | e. Reports of Officers |
| b. Reading of minutes | f. Old business |
| c. Public comment and questions | g. New business |
| d. Communications and bills | h. Adjournment |

Article VIII. 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. Appointments shall be made by a majority of the entire Commission membership.

Article IX. Public 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 pursuant to “public notice.”

Section 3. The matter before the Commission shall be presented in summary by a member of the Commission designated by the Chairperson, and parties in interest shall have the privilege of the floor.

Section 4. A record shall be kept of those speaking before the Commission at such hearings.

Article X. Amendments

These bylaws may be amended by majority vote of the entire membership of the Planning Commission.

Adopted (date:_____ (jan 8, 2003)_____

_____(signed copy on file) _____
Jody Stroud, Chairperson

attested:

_____(signed copy on file) _____
Laura Blain, Secretary