

**Town of Clendenin, West Virginia
Planning Commission Bylaws**

Article I – The Planning Commission

Section 1: Name

The official name of the Commission shall be the Town of Clendenin Planning Commission.

Section 2: Membership

The Planning Commission shall consist of seven (7) members. Potential members to the Planning Commission shall be appointed and confirmed by the Town Council. One member must be a member of the Town Council or a designee and one member must be a member of the administrative department of the Town of Clendenin or a designee.

Article II – Officers

Section 1: Elections

- At the first Planning Commission meeting held at the beginning of the calendar year, the Commission shall elect from its members a President and Vice-President.

Section 2: President

- The President shall preside over all meetings of the Planning Commission and over all public hearings and public meetings called by the Planning Commission. The President shall transmit reports, plans, recommendations, and other documents from the Planning Commission to all appropriate authorities or bodies. The President shall act as spokesperson for the Planning Commission.

Section 3: Vice-President

- The Vice-President shall act in place of the President, when the President is not able to preside. The Vice-President shall perform additional duties and functions as may from time to time be required by the Planning Commission.

Section 4: Additional Duties

- The President and Vice-President shall perform such other duties and functions as may from time to time be required by the Planning Commission.

Section 5: Replacing Officers

- In the event of the death, resignation, or removal of the President or Vice-President, the Planning Commission shall elect one of its members to complete the unexpired term. A simple majority of the total membership of the Commission may, at any regular meeting, remove the President or Vice-President from office, provided that a new election to fill the remaining term of office is immediately held.

Section 6: Term of Office

- The President may not serve more than two consecutive one-year terms.

- The Planning Commission shall follow the following provisions for terms of office:
 - o The members, or their designees who serve on Town Council or in the Town administration will have a term of membership in the Planning Commission that is commensurate to their term of office.
 - o The remaining three members shall have the following terms:
 - One-third of the planning commissioners shall have a one-year term.
 - One-third of the planning commissioners shall have a two-year term.
 - One-third of the planning commissioners shall have a three-year term.
 - o Thereafter, all commissioners, shall serve 3 year terms.

Article III – Meetings

Section 1: Regular Meeting

- The Planning Commission shall meet at least quarterly and may meet more frequently at the request of the president or by two or more members. All meetings shall be held in the Town Hall in the Town of Clendenin, West Virginia.
- Prior notice shall be provided in the event that any regular meeting is held at a different location. A regular meeting may be postponed or cancelled for appropriate reasons, and in such case prior notice of said postponement or cancellation shall be provided if possible

Section 2: Special Meetings

- A special meeting may be called by the President or by two or more members of the Planning Commission to be held on a different day and/or a different time than regular meetings. Pursuant to W.Va. Code § 8A-2-7, notice for all special meetings shall be in writing, include the date, time and place of the special meeting as well as the purpose of the meeting, and be sent to all members at least two days before the special meeting. A special meeting may be postponed or cancelled for appropriate reasons, and in such case prior notice of said postponement or cancellation shall be provided if possible.

Section 3: Quorum

- In order to conduct a commission meeting, a quorum of the members must be present. A simple majority of the members of the commission shall constitute a quorum. No action of the commission shall be official unless authorized by a majority of the members present at a regular or properly called special meeting.

Section 4: Temporary Chairman

- In the event of a quorum for a meeting and the absence of both the President and Vice-President, any member may call the meeting to order for the purpose of electing a temporary chairman by a simple majority of those present.

Section 5: Procedures for Conducting Meetings

- Roberts Rules of Order, current addition, shall be the parliamentary authority of the Planning Commission meetings.

Article IV – Informing Governing Body of Members’ Absence

Section 1: Informing City Council of Members’ Absence

- Regular attendance of all Planning Commission members is critical to the effective functioning of the Planning Commission. Planning Commissioners shall strive to attend all Regular Meetings. Accordingly, if a Commissioner, over a year long period, misses two Regular Meetings without notice, the Planning Commission may forward this information to the Town Council with the request that the Town Council consider removal of the Commissioner from the Planning Commission due to a lack of interest.

Article V – Severability

Section 1: Severability

- The invalidation of any article or any section of any article shall not invalidate any other portion of these Bylaws.

Article VI – Amendments to the Bylaws

Section 1: Amendments

- These Bylaws can be amended at any regular meeting by a simple majority vote provided that the amendments have been submitted in writing at the previous meeting.

Adopted this _____ day of _____, 2017.

President

Vice-President

Planning Commission Member

Planning Commission Member

Planning Commission Member

Planning Commission Member

Planning Commission Member