



BYLAWS OF THE PLANNING COMMISSION OF ST. MARY'S COUNTY

ARTICLE I

Name

The name of this Commission shall be St. Mary's County Planning Commission and henceforth will be referred to as the Commission.

ARTICLE II

Purpose

The purpose of this Commission shall be as authorized by the Maryland Annotated Code, Article 66B, the St. Mary's County Zoning Ordinance and St. Mary's County Subdivision Regulations.

ARTICLE III

Members

Section 1

The membership of this Commission shall be limited to seven (7) members.

Section 2

Any adult resident and registered voter (five years or more) of St. Mary's County shall be eligible to membership, provided that such resident shall be proposed by the Board of County Commissioners or one member of the Commission seconded by another member of the Commission. A proposal from the Commission for membership shall be sent to the County Commissioners. Voting upon the appointment shall take place at a regular meeting of the Board of County Commissioners. A majority vote shall appoint to membership.

Section 3

Each Member of the Commission shall serve for no more than two (2) consecutive five (5) year terms. These five (5) year terms shall be on a staggered basis.

Section 4

Reimbursement/compensation policies shall be determined by action of the County Commissioners.

Section 5

Any member desiring to resign from serving on the Commission shall submit his/her resignation in writing to the Commission Chairperson or Board of County Commissioners. (Announcement of vacancy procedures)

Section 6

Any unexcused absences in excess of three consecutive meetings shall be deemed cause for replacement of a member.

ARTICLE IV

Officers

Section 1

The officers of the Commission shall be Chairperson and Vice- Chairperson. These officers shall perform the duties prescribed by these bylaws.

Section 2

The Chairperson and Vice-Chairperson shall be elected by majority vote during the Commission annually at the January meeting. The position of Recording Secretary and/or Corresponding Secretary shall be filled by County Government staff.

Section 3

The officers shall serve for one year or until their successors are elected, and their term of office shall begin with their election.

Section 4

No member shall hold more than one office at a time.

ARTICLE V

Meetings

Section 1

The regular meetings of the Commission shall be held the second and fourth Mondays of the month, except in the case of County/State holidays where the meeting shall be moved to the following Tuesday and in accordance with the Open Meetings Act. All meetings shall be announced in advance.

Section 2

The regular meeting in January shall be known as the annual meeting and shall be for the purpose of receiving reports from officers and committees, election of officers as well as for preparing the Annual Report to the County Commissioners, and for any other business that may arise.

Section 3

Special meetings may be called by the Chairperson or County Commissioner President upon the written request of any Department Head in St. Mary's County Government. The purpose of the meeting shall be stated in the call. Except in cases of emergency at least three days' notice shall be given.

Section 4

Working level meetings may be called by the Chairperson or Vice-Chairperson with other County/State agencies, developers, builders, or citizen groups to resolve or clarify issues related to Commission matters.

Section 5

Four (4) members of the Commission shall constitute a quorum.

Section 6

All meetings will be in accordance with St. Mary's Open Meetings Act.

ARTICLE VI

The Executive Board

Duties of Chairperson:

- Chairs and conducts regular and special Commission meetings.
- Assigns or conducts special committees or working level meetings as
- appropriate or requested by County Commissioners.
- Signs minutes after approval by the Commission.

- Signs site, subdivision, etc. plans.
- In general, all action at meetings will be in accordance with 66B and Roberts Rules of Order.
- Such other duties or powers delegated by the Commission.

Duties of Vice-Chairperson:

- Will act in the absence of the Chairperson.
- Sign site, subdivision, etc. plans.
- Acts as parliamentarian for the Commission.

ARTICLE VII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases deemed appropriate by the Chairperson to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

ARTICLE VIII

Amendments

Subject to the final approval by the Board of County Commissioners, these bylaws may be amended at any regular meeting of the Commission by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.