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**ORANGE COUNTY PLANNING COMMISSION  
BYLAWS**

**ADOPTED 06/02/2016**

REVISIONS: 01/05/2017  
08/03/2017

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**Article I: Establishment and Authority**

- A. The Orange County Planning Commission is established pursuant to § 15.2-2210 of the Code of Virginia and to Article II, Division 3 of the Orange County Code of Ordinances. This body was first established in April 1966, reestablished in April 2004, and reconstituted as a 5-member body in March 2010 by the Orange County Board of Supervisors (hereinafter referred to as the “Board”).
- B. The official title of this body shall be the Orange County Planning Commission (hereafter referred to as the “Commission”).
- C. The primary purpose of the Commission shall be to advise the Board on planning-related and land use-related matters in the county in order to promote orderly development, the public health, safety, and general welfare, and good zoning practice. The Commission shall carry out its duties pursuant to all authority bestowed upon it by the Code of Virginia and by the Board.

**Article II: Membership**

- A. Membership of the Commission shall be as set forth in Sec. 2-62 of the Orange County Code of Ordinances.
- B. A Commissioner may be removed from office in the event he/she is absent from any 3 consecutive meetings of the Commission, or is absent from any 4 meetings within a 12-month period.

**Article III: Officers**

- A. Officers of the Commission shall consist of a Chair, Vice Chair, and a Secretary. The Chair and Vice Chair shall be voting members of the Commission. The Secretary shall be an employee of Orange County Department of Planning & Zoning so appointed by the Chair.
- B. Election of officers shall be made during the first regular meeting of the Commission each calendar year in accordance with the following procedures:
  - 1. The presiding officer shall first solicit nominations from the floor for the position of Chair for the upcoming year.
  - 2. Any Commissioner, after being recognized by the presiding officer, may make 1 or more nominations and discuss his or her opinions on the qualifications of the nominees.

3. When all nominations have been made, the presiding officer shall close the floor to nominations and call for a vote.
  4. The presiding officer shall solicit votes for each nominee in the order nominated. Each member may cast 1 vote per nominee.
  5. The candidate receiving the majority vote of the Commission shall be declared elected. A majority of voting members shall be required to elect the Chair for the upcoming year.
  6. The newly-elected Chair shall take office immediately and repeat the nomination and election procedures in order to elect a Vice Chair.
  7. Upon election of the Vice Chair, the Chair shall then appoint a Secretary for the year.
- C. Officers shall serve until the election of officers is concluded during the first regular meeting the following year, or until his/her term expires, whichever occurs first.
- D. Any mid-year office vacancy shall be filled immediately during the next regular meeting by the above procedures.
- E. The Chair shall:
1. Preside at all meetings of the Commission;
  2. Appoint special and standing committees, for which he/she shall serve as an ex officio member;
  3. Rule on all procedural/parliamentary matters and questions. Such rulings may be reversed by a vote by all other Commissioners present;
  4. Have the authority to speak, make motions, and vote on all matters, unless otherwise recused;
  5. Establish time limits for all presentations and other public input made to the Commission;
  6. Sign and authenticate official documents of the Commission;
  7. Correspond with the Board on behalf of the Commission; and
  8. Carry out other duties assigned by a majority of the Commission.
- F. The Vice Chair shall:
1. Assume the full powers of the Chair in his/her absence or inability to act; and
  2. Carry out duties assigned by a majority of the Commission.
- G. The Secretary shall:
1. Ensure that attendance is recorded at all meetings;
  2. Supervise the keeping of the minutes of the Commission;
  3. Provide notice to all members of all meetings;
  4. Prepare agendas for all meetings;
  5. Maintain official records of the Commission;
  6. Handle any funds that may be allocated to the Commission;
  7. Coordinate all official correspondence of the Commission;

8. Provide legal notice to the public for all meetings and public hearings; and
9. Provide information to the Board related to all Commission actions and recommendations, including their annual report as required by the Code of Virginia.

#### **Article IV: Meetings, Generally**

- A. The Commission shall hold regular meetings at 6:00 p.m. on the first Thursday of each month. An alternative meeting time/date of 6:00 p.m. on the third Thursday of each month shall be reserved to be used as needed. Unless otherwise announced and advertised, all meetings shall be held in the Board meeting room of the R. L. Gordon Building located at 112 W. Main Street in the Town of Orange. The Commission's meeting schedule shall be maintained on the County's website.
- B. Special meetings may be called by the Chair or by 2 Commissioners upon written request to the Secretary, pursuant to the procedural requirements of § 15.2-2214 of the Code of Virginia.
- C. A majority of the Commission membership shall constitute a quorum. Official actions may not be taken at a meeting without a quorum.
- D. Commissioners shall notify the Chair or the Secretary of their pending absence from a meeting at least 24 hours prior to the meeting, unless due to an emergency.
- E. The Secretary, in conjunction with the Chair, shall generally finalize meeting agendas at least 5 calendar days prior to a given meeting. Once the agenda for a given meeting has been finalized, the Secretary shall transmit copies of the agenda and all related materials to the Commission for their review prior to the meeting date. These materials shall also be posted on the county's website for public review and made available in the Department of Planning & Zoning.
- F. Any meeting may be cancelled by the Chair, or Vice-Chair on behalf of the Chair, if situations are present (e.g. weather) which would make travel to or from the meeting hazardous. In such circumstances, all hearings and other materials previously advertised shall automatically be rescheduled for the next meeting (either the first or third Thursday, whichever occurs first), as described in subsection 'A' above.

#### **Article V: Conduct of Business**

- A. The agenda for regular meetings shall be generally arranged as presented below. The order of business may be modified by the Chairman or Secretary to facilitate the conduct of business.
  1. Call to order and determination of quorum
  2. Approval of agenda
  3. Discussion/approval of minutes of prior meetings
  4. General public comment
  5. Work session items
  6. Old business/Committee reports
  7. Public hearing items
  8. New business
  9. Commissioner comments/reports

a. Updates on community outreach activities

10. Consensus regarding next meeting date

11. Adjournment

- B. Meetings shall be generally conducted in accordance with the most recent edition of *Robert's Rules of Order*, but the Chair shall be ultimately responsible for conducting meetings, establishing procedures, and controlling the course of business. Failure to strictly comply with *Robert's Rules of Order* shall not invalidate any actions of the Commission.
- C. The Chair shall be responsible for maintaining order and decorum throughout each meeting, and may take any action necessary to do so, including stopping a presentation, ordering a recess, refusing to recognize a speaker, ordering that a matter be deferred to the next meeting, or any other appropriate action.
- D. The course of business for public hearings shall be controlled by the Chair.

#### **Article VI: Voting on Matters**

- A. Unless otherwise required, an affirmative vote of at least a majority voting on an item shall be necessary to represent an official action or recommendation of the Commission. In the event any motion does not obtain an affirmative majority vote, that particular motion fails and no action is taken on it.
- B. A tie vote shall be a rejection of the motion presented. Up to 2 additional motions pertaining to the matter at hand may be introduced after this initial tie vote. No Commissioner may make more than 2 motions on any particular matter, and there shall be no more than 3 total motions on said matter. In the event of deadlock, the Chair may order the deferral of the item until the next meeting or when the full membership will be present. Alternatively, if the matter at hand does not receive an affirmative majority vote after 3 separate motions, it shall be considered a denial of said matter.
- C. The Chair may utilize either a general voice vote or an individual roll call vote on all matters required for action by the Commission.

#### **Article VII: Bylaw Amendments**

- A. These Bylaws may be amended by a majority affirmative vote by the Commission, provided each member is given a 30-day notice of the proposed amendments. This notice requirement may be waived with a 4/5 majority affirmative vote.

#### **Article VIII: Effect of Enactment**

- A. Nothing in the foregoing Bylaws shall be deemed as invalidating any official business transacted by the Commission prior to the adoption of these Bylaws.
- B. Unless otherwise required by the Code of Virginia or by the Orange County Code of Ordinances, failure to strictly adhere to these Bylaws shall not be utilized to invalidate any action taken by the Commission.