

MOUNT JOY BOROUGH PLANNING COMMISSION

BY-LAWS

Article 1. **Name.** The name of this organization shall be The Mount Joy Borough 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, as re-enacted and amended. Powers and duties are delegated to the Planning Commission by the Council of Mount Joy Borough by Ordinance 323 of 1970 in accordance with the above-mentioned enabling law.

Article III. **Membership.** Membership shall consist of five (5) residents of the Borough and one (1) resident to serve as alternate member to be appointed by the Council. The term of office of members and alternate member shall be four (4) years or until a successor is appointed. An alternate shall be entitled to participate in all proceedings and discussions of the Commission to the same and full extent as provided by law for Commission members, including, specifically, the right to cast a vote as a voting member during the proceedings, and shall have all the powers and duties set forth as provided for in Act 42 and as otherwise provided by law. 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. All members of the said Commission shall reside within the Borough. Each member shall be entitled to one vote.

Article IV. **Officers.**

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

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

Section 3. The Vice-Chairperson shall act for the Chairperson in his absence.

Section 4. The staff, acting as the secretary, shall keep the minutes and records of the Commission, 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.

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Section 5. Members or alternates shall not serve as a member of the Zoning Hearing Board or as a Zoning Officer. Any alternate may participate in any proceeding or discussion of the Commission but shall not be entitled to vote as a member of the Commission unless designated as a voting Alternate Member.

Article V. Election of Officers.

Section 1. An annual organization meeting shall be held during the first regular meeting of the year.

Section 2. Nominations shall be made from the floor at the annual organization meeting and election of the officers specified in Section 1 - 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. The Planning Commission deliberates and decides on items listed on the Agenda at meetings.

Section 1. Regular meetings shall be held on the second Wednesday of each month at 7:00 pm in Borough Council chambers. In the event of holidays or other events, a majority at any meeting may change the date of said meeting.

Section 2. A quorum shall consist of three (3) members of the Commission. The number of votes necessary to transact business shall be three (3), Voting shall be by voice call. A record of the vote shall be kept as a part of the minutes. Roll call voting may be requested by any member of the Planning Commission on any item.

Section 3. The Chairman of the Planning Commission may designate the Alternate Member of the Commission to substitute for any absent member or member who has recused himself or has been disqualified by the governing body, and, if, by reason of absence, recusal or disqualification of a member, a

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quorum is not reached the Chairman of the Commission shall designate the alternate member(s) to sit on the Commission as may be needed to reach a quorum. Any alternate member of the Commission shall continue to serve on the Commission in all proceedings involving the matter or case for which the Alternate was initially involved in until the Commission has made a final decision on the matter or case.

Section 4. 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 twenty-four (24) hours in advance of such special meeting and provide notice to the public as required by the Sunshine Act.

Section 5. All meetings or portions of meetings at which official action is taken shall be open to the general public.

Section 6. Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

Article VII. Order of Business.

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

- a. Call to Order
- b. Roll Call
- c. Consider approval of previous meeting minutes
- d. Public Input Period
- e. Updates
- f. Old Business
- g. New Business
- h. Calendar
- i. Next Meeting
- j. Adjournment

Section 2. A motion from the floor must be made and passed to dispense with any action item on the agenda.

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Article VIII. Employees.

Section 1. Within the limits imposed by the funds authorized by the governing body for its use, the Commission may employ such staff personnel and consultants as it sees fit to aid in its work. Appointments shall be made by a majority vote of the entire Commission membership.

Article IX. Amendments. These bylaws may be amended by a majority vote of the entire membership of the Planning Commission.

Adopted this date: April 10, 2019

Borough of Mount Joy Planning Commission
Lancaster County, Pennsylvania

By: Wendy S. Melhorn
Chairperson/Vice Chairperson

Attest: James Gulhady
Secretary

[BOROUGH SEAL]