

# **BY-LAWS**

## **Lexington County Planning Commission**

### **Article I – The Planning Commission**

**Name of Commission** The Official name of the Commission shall be the Lexington County Planning Commission.

**Establishment** The Planning Commission was established by enactment of an ordinance to reorganize the Commission which was adopted by Lexington County Council on December 10, 1973.

### **Article II – Officers**

**Officers** Annually, at the regular meeting of the Planning Commission held in the month of January, the Commission shall elect a Chairman and a Vice-Chairman. The Secretary shall be appointed by the Commission, and shall be an officer or employee of the governing authority of Lexington County. The officers may succeed themselves.

**Chairman** The Chairman shall preside at all meetings of the Planning Commission and at other meetings and public hearings called by the Commission. He shall call special meetings of the Planning Commission when required and shall transmit reports, plans, and recommendations of the Planning Commission to the appropriate governing authority, and, in general, shall act as spokesman for the Commission.

**Vice-Chairman** The Vice-Chairman shall serve as Chairman in the absence or the disability of the Chairman. In the event of the death or resignation of the Chairman, the Vice-Chairman shall perform the latter's duties until such time as the Commission shall elect a new Chairman.

**Secretary** The Secretary shall assist the Chairman in the preparation of the agenda for Planning Commission meetings, shall prepare and send out notices for regular and special meetings, shall prepare and distribute minutes of Commission Meetings, and shall establish and maintain the Commission's files and its books of account.

**Additional Duties** The Chairman, Vice-Chairman, and Secretary shall perform such other duties and functions as may from time to time be required by the Commission or by its By-Laws.

### Article III – Meetings

**Regular Meetings** The regular meetings of the Planning Commission shall be held on the third Thursday of each month.

**Special Meetings** Special meetings may be called by the Chairman, provided that reasonable advance notice is given each member.

**Quorum** A Quorum shall consist of a majority of the appointed membership.

**Order of Business** The Secretary shall prepare the agenda of the regular meetings so that items represented by persons expected to be in attendance shall be considered first while items anticipated to have lengthier discussions shall be considered last.

**Meetings Open** All meetings of the Planning Commission at which official action is taken shall be open to the public.

**Records Open** All records of the Commission shall be a public record.

**Attendance** If any member shall fail to attend three (3) consecutive regular meetings of the Planning Commission, such member shall be deemed to have resigned. The Planning Commission shall request the County Council to fill the vacancy.

### **Article IV – Amendments to By-Laws**

**Amendments** Changes may be made to the By-Laws of the Planning Commission by the affirmative vote of two-thirds of the appointed members of the Commission.

August 19, 2010

Date of last Revision

*(signed copy on file)*

Rock Lucas

Chairman

*(signed copy on file)*

Charles M. Compton

Secretary