

BYLAWS
FAUQUIER COUNTY PLANNING COMMISSION

Adopted 10 June 1953
Amended 28 March 1973
Amended 26 April 1978
Amended 30 May 1985
Amended 25 February 1999
Amended 28 February 2001
Amended 25 March 2004
Amended 27 January 2005
Amended 15 February 2007
Amended 28 May 2009
Amended 25 June 2009
Amended 24 February 2011
Amended October 30, 2014
Amended February 19, 2015
Amended January 21, 2016

ARTICLE I – AUTHORITY

The Fauquier County Planning Commission was created by motion of the Fauquier County Board of Supervisors dated December 14, 1950.

ARTICLE II – MEMBERS

The Planning Commission shall consist of not less than five (5) or more than fifteen (15) persons. One (1) member of the County Board of Supervisors can be a member. Except for the one member of the Board of Supervisors who may be appointed, no other member shall hold an elective public county office.

The terms of the appointed member shall be for four (4) years except the original appointees' terms which may be various lengths.

ARTICLE III – OFFICERS AND ELECTIONS

The Planning Commission shall elect from its membership the following officers, whose terms shall be for one year, with eligibility for reelection.

- Chairman
- Vice Chairman

The Planning Commission shall elect from either staff of the County or its membership the following office, whose term shall be for one year, with eligibility for reelection.

- Secretary

ARTICLE IV – DUTIES OF OFFICERS

The Chairman shall be a citizen member of the Commission and shall:

- Preside at all meetings.
- Appoint committees, special and/or standing.
- Rule on all procedural questions (subject to a reversal by a majority vote of the members present).
- Carry out other duties as assigned by the Commission.

The Vice Chairman shall be a citizen member of the Commission and shall:

- Act in the absence or inability of the Chairman to act.

The Secretary shall:

- Be responsible for written records of all basic transactions of the Commission.
- Notify members of meetings.
- Keep a file of all official records and reports of the Commission.
- Give notice of all hearings and public meetings.

ARTICLE V – MEETINGS

The Planning Commission shall meet once a month in regular session on the third Thursday each month to be scheduled at the first meeting of each year, in the Warren Green Building, 10 Hotel Street, Warrenton, Virginia. On that day, the regular meeting and public hearing shall commence at 6:30 p.m. with the work session occurring prior. The time of the work session will vary, based on the size of the agenda and topics to be reviewed. The first Wednesday following the regularly scheduled Commission meeting shall be reserved for any matters continued by the Commission or a rescheduled meeting should the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regularly scheduled meeting. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. However, the Planning Commission may on occasion amend this meeting schedule, or change the location of the meeting, should circumstances arise that make such change advisable. Any changes to the regular meeting schedule shall be communicated to the Commission members and the press and posted on the County's web page under the Planning Commission's calendar as promptly as possible.

Special or emergency meetings of the Commission may be called by any three members. Where a special or emergency meeting has been called, all Commissioners and the County Attorney shall be notified, and the Commission shall give notice to the media and general public of the time, place and purpose of the meeting contemporaneously with the notice received by the Commission. Only matters specified in the notice shall be considered.

All meetings, hearings, and records shall be open to the public. A closed meeting may be held only in accord with the Virginia Freedom of Information Act, Code of Virginia Sections 2.2-3700 *et seq.*

ARTICLE VI – VOTING

A majority of the members shall constitute a quorum and no action of the local Commission shall be valid unless authorized by a majority vote of these present and voting.

ARTICLE VII – ORDER OF BUSINESS

The order of business for the regular meeting shall be:

- Call to Order
- Approval of Minutes
- Unfinished Business
- New Business
- Miscellaneous/Other
- Adjournment

The order of business for the public hearing will be:

- Public Hearing
- Miscellaneous/Other

ARTICLE VIII – AMENDMENTS

These by-laws may be changed by a recorded two-thirds (2/3) vote of the entire membership after thirty (30) days prior notice.

ARTICLE IX – POLICY

1. Any member of the Commission shall be entitled to move or second any question for action by the Commission. Any matter properly brought before the Commission shall be voted upon by it, either affirmatively or negatively, and each member of the Commission shall vote upon every matter properly raised, unless he or she shall have a conflict of interest thereon, as defined in the 1950 Code of Virginia, as amended, in which case he or she shall state the nature of such conflict and abstain.
2. In cases where a public hearing is required, no member shall be entitled to vote on the matter unless he or she was present at the public hearing, or has

reviewed the official record with respect to the matter, in which case he or she, prior to voting, shall state publicly for the record, that he or she has reviewed the record and feels sufficiently informed to vote on the matter.

3. Each member placing a motion before the Commission should include the rationale for his or her motion.
4. In cases where a matter has been resolved, and a member(s) wishes to submit a supplementary report, the intention to do should be expressed at a public hearing.
5. All supplementary reports or individual letters concerning Planning Commission business should be on official stationery and file copies should be maintained in the Office of the Planning Commission. No letter written by a Member or Members of the Commission on Commission stationery and signed by such Member(s) may be forwarded to the intended recipient until such letter has lain in the Commission offices for a minimum of two working days during which time the staff shall have made every reasonable effort to notify all other Members of the content of such letter; and no letter relating to policy shall be forwarded over the signature of the Chairman or other member of the Commission, acting in an official capacity, which has not been approved by the majority of Members of the Commission.
6. Except where it appears to the contrary in this Article, the parliamentary procedure of the Commission shall be governed by Robert's Rules of Order most recently revised.