

PLANNING COMMISSION OF CALVERT COUNTY

BY-LAWS

Amended November 19, 2014

Article I Authority

The jurisdiction, authority, duties, appointment, terms, removal, replacement of members, and compensation of the Planning Commission shall be as defined in Article 66B of the Annotated Code of Maryland.

Article II Officers

- A. The Chairperson shall be elected annually in March for a one-year term. He/she is eligible for re-election. The Chairperson shall preside at all meetings of the Planning Commission, sign all appropriate documents, and represent the Planning Commission before legislative, administrative and regulatory bodies.
- B. The Vice-Chairperson shall be elected annually in March for a one-year term. He/she shall be eligible for re-election. The Vice-Chairperson shall, in the absence of the Chairperson, assume all duties of the Chairperson.
- C. The Secretary of the Planning Commission shall be the Planning Commission Administrator. The secretary shall ensure that all official instruments of the Planning Commission, proceedings of hearings and meetings, minutes of hearings and meetings shall be properly prepared. The secretary shall, in consultation with the Chairperson, prepare the agenda for the meetings of the Planning Commission. The Secretary or the Chairperson shall sign all appropriate documents of the Commission, and shall ensure the proper indexing of all Planning Commission documents as public records.

Article III Meeting and Hearings

- A. Public Hearings shall be held from time to time, as necessary, to provide opportunity for the public to speak on matters before the Planning Commission. Minutes of these hearings shall be prepared and maintained.
- B. Regular Meetings of the Planning Commission shall be held as necessary, usually on the third Wednesday of each month. These meetings shall be open to public attendance, the agenda shall be prepared in advance, posted in a regular place, and be made available to the public. The Planning Commission may deliberate and take action at such meetings.

- C. Additional meetings may be held when the items for deliberation at a regular meeting are too numerous to complete. The time and place of these meetings shall be publicly announced and posted. The Planning Commission may deliberate and take action at such meetings.
- D. Emergency meetings may be held in the event of a true emergency. Such meetings shall be called by the Chairperson, with the assent of the majority of Planning Commission members. Such meetings shall be open to public attendance. Minutes of such meetings shall be maintained and carry the specific justification for such meetings.
- E. Executive meetings may be held as necessary to discuss:
 - a) Legal matters
 - b) Personnel matters
 - c) Land acquisition matters
 - d) Administrative mattersThese meetings shall be closed to the public. No matters other than those listed above may be deliberated upon or acted upon during such meetings.
- F. Annual Meeting: The Planning Commission shall meet annually in May at a regular or special meeting, to review the year's work and the progress that has been made on implementation of the Comprehensive Plan.
- G. Attendance: Attendance records of members of the Planning Commission shall be submitted to the Board of County Commissioners semi-annually.

Article IV Quorum

A majority of the members (4) of the Planning Commission shall constitute a quorum.

A majority of those present and voting shall be required to pass any motion.

The Chairperson is eligible to vote on all motions.

Article V Conflict of Interest

Any member may recuse him/herself on any vote on which he/she has a conflict of interest, or any vote on which it might be perceived he/she has a conflict of interest. The reason for such recusal need not be stated. A member, once having recused him/herself, may neither discuss nor vote on any matter associated with that agenda item.

Any member who is uncertain as to whether he/she has a conflict of interest shall state his/her concerns. The majority of the remaining members of the Planning Commission will decide if the member has a conflict, and shall advise member to either: a) discuss and vote the issue, or b) discuss, but not vote, or c) neither discuss nor vote on the issue.

Any member of the Planning Commission who believes there is a conflict of interest on the part of another member shall be obligated to bring these concerns to the attention of the Planning Commission. The member so challenged shall have the opportunity to explain his/her situation. A majority of the remaining members of the Planning Commission shall vote as to whether or not a conflict of interest exists and whether or not the challenged member may: a) discuss and vote on the issue, b) discuss, but not vote, or c) neither discuss nor vote on the issue.

Article VI Procedures

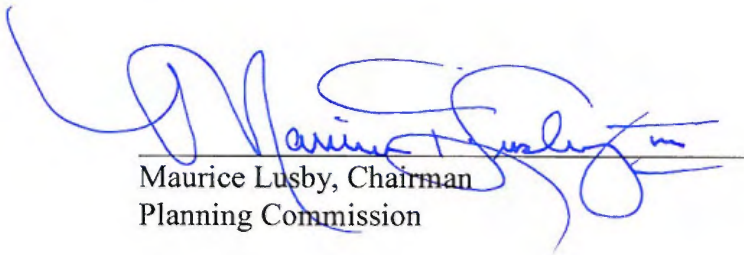
The hearings and meetings of the Planning Commission shall be conducted in accordance with: Article 66B of the Annotated Code of Maryland, these By-Laws, the *Rules of Procedure for Conduct of Meetings and Hearings*, Rules of Procedure for Contested Cases and Robert's Rules of Order.

Article VII Amendments

These By-Laws shall be adopted by an affirmative vote of five (5) members of the Planning Commission after at least 30 days' public notice and written notice to all members of the Commission.

These By-Laws may be amended by an affirmative vote of five (5) members of the Planning Commission after at least a 30-day public notice, and written description and wording of the proposed amendment sent to all members of the Planning Commission.

Affirmed: December 2, 2015



Maurice Lusby, Chairman
Planning Commission