

**FAIRVIEW PLANNING COMMISSION RULES OF
PROCEDURES AND BYLAWS**

Article 1. General Provisions

- 1.1 The members of the Planning Commission of the Township of Fairview, Erie County, Pennsylvania shall be subject to the provisions of the "Pennsylvania Municipalities Planning Code," the "Fairview Township Subdivision Ordinance," and by these rules of procedure and bylaws.
- 1.2 The Planning Commission shall be familiar with all other ordinances under which it may be expected to act as well as with applicable state statutes such as the MPC and the Sunshine Law.
- 1.3 The members of the Planning Commission shall become familiar with the statement of community development objectives as contained within the Zoning Ordinance or stated by reference to the community comprehensive plan.
- 1.4 Nothing herein shall be construed to give or grant to the Planning Commission the power or authority to alter or change the Subdivision Ordinance, which authority is reserved to the governing body.
- 1.5 Within the limits of funds appropriated by the governing body, the Planning Commission may employ or contract for secretaries, clerks, legal counsel, consultants and other technical and clerical services.
- 1.6 The legal counsel to the Planning Commission shall be consulted in cases where the powers of the Planning Commission are not clearly defined.

Article 2. Officers and Duties

- 2.1 ELECTION. The Planning Commission shall, at its annual organizational meeting, elect from its own membership, officers that shall consist of a chairperson, a vice-chairperson, and may either elect a secretary or appoint a non-member as secretary. These officers shall serve annual terms.
- 2.2 CHAIRPERSON. The chairperson shall perform all duties required by law, ordinance and these rules; shall preside at all meetings of the Planning Commission; shall decide on all points of order and procedure,

subject to these rules, unless directed otherwise by a majority of the Planning Commission; shall appoint any committees found necessary to carry out the business of the Planning Commission.

- 2.3 VICE CHAIRPERSON. The vice chairperson, in the absence, disability or disqualification of the chairperson, shall perform all the duties and exercise all the powers of the chairperson.
- 2.4 SECRETARY. The secretary shall record and maintain permanent minutes of the Planning Commission's proceedings, showing the vote of each member upon every question, or if absent or failing to vote of each member upon every question, or if absent or failing to vote, indicating that fact; shall keep records of the Planning Commission's examinations and other official actions; shall file Planning Commission minutes and records in the municipal office, which minutes and records shall be a public record; and shall submit a report of the Planning Commission's activities to the governing body once a year or as required by the governing body.
- 2.5 VACANCIES. The Chairperson shall promptly notify the governing body of any vacancies that occur.

Article 3. Meetings

- 3.1 REGULAR MEETINGS AND AGENDA. The regular meeting of the Planning Commission shall be held on the second Monday of each month at 7:30 P.M. at the Fairview Township Municipal Building. In the event the second Monday of the month is a holiday, the meeting shall be held on the following Monday unless otherwise advertised. The agenda for regular meetings shall be set and prepared no later than noon on the Wednesday immediately prior to the next planning commission meeting. Should this Wednesday fall on a holiday, noon of the next business day shall be for the setting of the agenda.
- 3.2 ANNUAL ORGANIZATIONAL MEETING. The annual organizational meeting of the Planning Commission shall be the first regular meeting of the year.
- 3.3 SPECIAL MEETINGS. Special meetings may be called by the chairperson at his/her discretion or upon the request of two other Planning Commission members provided that public notice shall be given as required.

- 3.4 QUORUM. A quorum shall be not less than a majority of all members of the Planning Commission and is required for any decision or official action by the Planning Commission, except as modified herein.
- 3.5 CANCELLATION OF MEETINGS. Regular meetings may be canceled by the chairperson when there are no applications pending or other business to transact provided that twenty-four hour notice is given each member. As a courtesy to the public, a notice of such cancellation shall be posted at the place of the meeting.

Article 4. Order of Business

- 4.1 PROCEEDINGS. All meetings of the Planning Commission should proceed as follows:
- (A) Meeting called to order;
 - (B) Roll call and declaration of quorum;
 - (C) Reading and approval of minutes;
 - (D) Reading of correspondence;
 - (E) New business;
 - (F) Unfinished business;
 - (G) Zoning Hearing Board report;
 - (H) Adjournment.

Article 5. Removal

- 5.1 Any member of the Planning Commission once qualified and appointed may be removed from office for malfeasance, misfeasance or nonfeasance (more than 25% of meetings missed consecutively) in office or for other just cause by a majority vote of the governing body taken after the member has received 15 days advance notice of the intent to take such a vote. A hearing shall be held in connection with the vote if the member shall request it in writing. Any appointment to fill a vacancy created by removal shall be only for the unexpired term.

Article 6. Amendment of Bylaws

- 6.1 These bylaws may be amended by a majority vote of the entire membership of the Planning Commission.

ADOPTED this 13th day of March, 2006.

FAIRVIEW PLANNING COMMISSION

Attest:

Beth Burbage
Secretary

By John G. Glier
Chairman

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