

BY-LAWS OF THE
MOUNT ROGERS PLANNING DISTRICT COMMISSION

Article I- The Planning District Commission

Section 1. Name of the Planning District Commission- The official name of the Planning District Commission shall be the Mount Rogers Planning District Commission.

Article II- Officers

Section 1. Officers—Annually, at the regular meeting of the Planning District Commission held in the month of April, the Planning District Commission shall elect a Chairman, Vice-Chairman, and Treasurer. The officers shall assume office July 1 of that year and serve until a successor is elected. The officers may succeed themselves for one term only.

In the event that the Commission has a vacancy in the office of Vice-Chairman or of Treasurer, then the Executive Committee (in a regular meeting) will appoint someone to these positions until such time as one may be elected at the next regular meeting of the Mount Rogers Planning District Commission.

In the event that the immediate Past Chairman ceases to be a member of the Mount Rogers Planning District Commission, then the most recent Past Chairman who is a member of the Commission will serve in that position.

Section 2. Chairman -- The Chairman shall preside at all meetings of the Planning District Commission, Executive Committee meetings, and at other meetings and public hearings called by the Planning District Commission. He shall call special meetings of the Planning District Commission when required, and shall transmit reports, plans and recommendations of the Planning District Commission to the appropriate governing authorities, and in general shall act as spokesman for the Planning District Commission.

Section 3. Vice-Chairman – The Vice-Chairman shall serve as Chairman in the absence or 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.

Section 4. Treasurer -- The Treasurer shall maintain custody of all the funds coming into the Commission and shall deposit the same in the name of the Commission. Under the Commission's authorization, the Treasurer shall sign all orders of money and shall pay out and disburse Commission funds.

Section 5. Executive Director – The Commission shall appoint an Executive Director who shall be an employee of the Commission. He shall serve at the pleasure of a majority of the membership. The Executive Director shall be the chief executive and administrative officer of the Planning District Commission. The Executive Director shall serve as secretary to the commission. As secretary, he shall assist the Chairman in the preparation of an agenda for regular and special meetings, inform members of regular and special meetings, prepare and distribute minutes of Commission meetings and Executive Committee meetings, and maintain the records of the Commission. He shall assist the Treasurer by maintaining proper records of receipts and disbursements and shall with the Treasurer sign all checks.

Section 6. Additional Duties – The Chairman, Vice-Chairman, and Treasurer shall perform such other duties and functions as may from time to time be required by the Commission or by its By-Laws. The Chairman, Vice-Chairman, and Treasurer 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

Section 1. Regular Meeting – The regular meeting of the Planning District Commission shall be held on the first Thursday of April.

Section 2. Special Meetings – Special meetings may be called at any time by the Chairman provided that reasonable advance notice is given each member. The Executive Director shall call a special meeting if presented with a written petition signed by two duly appointed members which states the purpose of such meetings, provided that the Executive Director gives ten days advance notice of such a special meeting to the membership.

Section 3. Quorum – A quorum shall be determined to be present when at least one representative is present from a majority of the governmental subdivisions who executed the Charter Agreement.

Section 4. Order of Business – The order of business at all regular meetings shall be as follows: a) roll call, b) approval of minutes of previous meeting, c) unfinished business, d) new business, and e) adjournment

Section 5: Meetings and Records Open – All meetings of the Planning District Commission at which official action is taken shall be open to the public and all records of the Planning District Commission shall be a public record. The Commission may meet in executive session.

Article IV – Executive Committee

Section 1. Membership – There shall be an Executive Committee composed of the Chairman, Vice-Chairman, Treasurer, and the immediate Past Chairman and one representative from each city, and one representative from each county. The Executive Committee member from each city and county shall be selected by the individual city or county delegation on the Planning District

Commission and this individual shall be presented at the April meeting of the Planning District Commission as the representative of said city or said county on the Executive Committee. The Commission shall appoint to the Executive Committee one minority group representative who is a member of the Commission. The term of the appointment to the Executive Committee shall be one year, beginning July 1 of each year.

Section 2. Alternates – Members of the Executive Committee may authorize another member of his delegation to act in his stead at any Executive Committee meeting. Such authorization shall be in writing and shall be for one Executive Committee meeting only.

Section 3. Meetings – Meetings of the Executive Committee shall be called by the Chairman as necessary. Meetings shall also be called by the Chairman upon written request of two members of the Executive Committee.

Section 4. Quorum – A quorum shall consist of a majority of the membership of the Executive Committee.

Section 5. Duties – The Executive Committee is hereby authorized to take action coming before it except as otherwise provided in the By-Laws. The minutes of the Executive Committee meeting indicating the business to come before the Committee and its action shall be mailed to each member of the Planning District Commission no later than five work days after the meeting of the Executive Committee. Any member of the Planning District Commission in opposition to any action of the Executive Committee shall make such opposition known in writing to the Chairman within two calendar weeks after the Executive Committee meeting.

Article V- Advisory Councils

Section 1. The Commission shall appoint such standing or special advisory councils as it deems necessary to carry on the Commission's work. Membership shall be composed of Commission members in good standing and those members of the district deemed of sufficient expertise and/or interest in the area of the council's involvement. In order to provide liaison and communication, at least one member of the Executive Committee and three other Commission members shall serve on each council.

Section 2. Areas of council involvement shall be determined by the Commission as it deems necessary.

Section 3. Council members shall represent the entire region served by the commission and shall vote for the best interest of the area as a whole. Membership qualifications shall be without regard to race, color, creed, national origin, or sex and insofar as functionable, the councils shall include in their membership representatives of all relevant citizen groups and interest and representative with technical expertise in the subject matter of the councils.

Section 4. Councils shall take part in all phases of the planning process and shall submit their findings and recommendations in writing to the Commission, which may take official action thereon. No finding or recommendation of any council shall be reported or published until approved by the Commission, and no council shall represent the advocacy of or opposition to any project without the specific authorization of the Commission.

Councils shall submit to the Commission at the end of the calendar year a full report of their acts and findings from the time of appointment. At the conclusion of its annual report, each council shall, with reference to its work, offer suggestions to the incoming council. It may also propose for action resolutions covering its work.

Section 5. Should any council fail to discharge the duties assigned to it with reasonable promptitude. It may be discharged by the Commission.

Section 6. Vacancies on councils shall be filled in a manner to be determined by the Commission.

Article VI- Finance

Section 1. on or about January 15 of each year the Executive Director shall present to the Executive Committee his budgetary recommendations for the next fiscal year.

Upon approval of the Administrative budget by the Executive Committee and the confirmation of this action by the Commission as provided elsewhere in these by-laws, the Executive Director shall request in writing from each member local government an appropriation of funds prorated on a population basis among the member governments.

If a governing body, which is a member of the Commission, fails to pay the full amount requested by the Commission, the Commission may suspend the voting rights of the delinquent member government.

If at the close of a fiscal year it has been determined that there is a surplus of local funds in the account of the Commission, the Executive Director shall, no later than the regular September meeting of the Commission, advise the Commission of such surplus and provide recommendations for its use. In making his recommendations the prime consideration shall be the reduction of the cost of Commission operation to the local government during the then fiscal year.

In addition to the funds requested from member local governments, the Commission may solicit, accept and use funds, personnel, equipment, or other assistance from the Federal government, the Virginia government, or any source private or public.

Article VII- Amendments to By-laws

Section 1. Amendments to By-Laws – Changes may be made to the by-laws of the Planning District Commission by the Affirmative voted of 2/3 members of the Commission.