

JEFFERSON COUNTY
PLANNING COMMISSION
BY-LAWS

ARTICLE I **Name of Commission**

The name of this organization shall be the JEFFERSON COUNTY PLANNING COMMISSION, hereinafter referred to as the Planning Commission and JCPC.

ARTICLE II **Authorization**

The authorization for the establishment of this Planning Commission is set forth in Section 201 of the Pennsylvania Municipalities Planning Code, Act 247 of 31 in July 1968, and amendments thereto. Powers and duties are delegated to the Planning Commission by the Jefferson County Board of County Commissioners by their Resolution of 15 March, 1962 adopted in accordance with Public Law P.L. 323 and subsequently repealed and replaced by Act 247, as provided for in the enabling legislation, P.L. 805.

ARTICLE III **Membership**

Section 1. Membership on the JCPC shall consist of seven (7) persons appointed by the Board of County Commissioners.

Section 2. The term of office for JCPC members shall be four (4) years. Staggered terms of office will be maintained so that no more than three (3) members shall be reappointed or replaced during any one calendar year. In the event of vacancies, the Board of County Commissioners shall appoint a person to fill the unexpired term.

Section 3. A JCPC member may serve two (2) consecutive four (4) year terms. However, if a suitable, qualified successor can not be found to fill a Planning Commission member vacancy, then the Planning Commission member may be reappointed to an additional consecutive four (4) year term, with no limit to the number of consecutive four (4) year terms that the Planning Commission member may serve.

Section 4. All members of the JCPC shall reside within Jefferson County and each, including officers, shall be entitled to vote on Planning Commission matters.

Section 5. All members of the JCPC shall serve without compensation except they may be reimbursed for necessary and reasonable expenses.

Section 6. At least six (6) members of this Planning Commission shall be citizen members and shall not be officers or employees of the county.

Section 7. Any member of the JCPC may be removed for cause by the Board of County Commissioners as provided for in Act 247, Section 206 of the Pennsylvania Municipalities Planning Code.

Section 8. Three (3) consecutive unjustified absences of a JCPC member from regularly scheduled meetings shall be considered a cause for the Board of County Commissioners to remove the delinquent member from the Planning Commission.

ARTICLE IV **Officers**

Section 1. The Officers of the Planning Commission shall consist of the Chairperson, Vice Chairperson, and a Secretary-Treasurer.

Section 2. The Chairperson shall preside at all meetings and hearings of the JCPC and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Vice-Chairperson shall act for the Chairperson in his absence.

Section 4. The Secretary-Treasurer, with the aid and assistance of the Bureau of Physical Planning staff, shall prepare, or cause to be prepared, under the direction of the Chairperson, the agenda of regular and special meetings, provide notices of meetings to JCPC members, arrange for proper and legal notices of hearings, attend to correspondence and reports, keep records and maintain oversight of budgets, funds, and other fiscal matter applicable to Planning Commission interests and responsibilities, and attend to such other duties as are normally carried out by a Secretary-Treasurer.

Unless otherwise appointed, these duties will be carried out by Bureau of Physical Planning staff.

ARTICLE V **Election of Officers**

Section 1. Election of Officers shall be held at an Annual Organization Meeting of the JCPC (Jan.).

Section 2. Nominations shall be made from the floor and the election of officers as specified in Article IV, Section 1 shall follow immediately.

Section 3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected and shall serve for one year or until his successor shall take office.

Section 4. Newly elected officers shall be installed in office immediately following election.

Section 5. Vacancies in office shall be filled immediately by regular election procedure.

Section 6. Members of the JCPC who are elected to serve as officers may serve a term of unlimited length if so desired.

ARTICLE VI **Meetings**

Section 1. An annual JCPC organizational meeting shall be held concurrent with the regular meeting each January.

Section 2. At the Annual organization meeting, future regular meetings shall be scheduled by majority vote of the members as to date, time, place, and frequency of the ensuing year.

Section 3. Four (4) members of the Planning Commission present and voting shall constitute quorum. The number of votes necessary to transact business shall be four (4) . Voting may be by voice unless there is a dissent , in which case voting shall be by roll call. A record of the vote shall be included in the minutes of the meeting.

Section 4. Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call a special meeting when requested to do so by three (3) or more members. All members shall be notified five (5) days in advance of all special meetings as to date, time, location, and purpose.

Section 5. All meetings or portions of meetings at which official action is taken or intended to be taken shall conform to the public notice provisions of Pennsylvania Act 175, commonly known as the Sunshine Law .

Section 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings of the meetings of the Planning Commission.

Article VII Order of Business

Section 1. The order of business at regular meeting shall be:

- a. Meeting called to order and attendance verified
- b. Approval of Minutes of previous meeting
- c. Visitors, Applications, and Hearings
- d. Unfinished Business
- e. Reports of Officers and Committees
- f. New Business
- g. Communications and Announcements
- h. Miscellaneous Business
- i. Adjournment

Section 2. A written agenda for the Order of Business shall be prepared and furnished to commission members prior to each regular meeting.

Section 3. A motion from the floor must be made and passed in order to dispense with any item on the agenda.

Article VIII Committees

Section 1. The Chairperson shall appoint annually two standing committees, Budget and Personnel; and such others as may be deemed necessary.

Section 2. The Chairperson may appoint Special Purpose Committees of limited duration at his discretion.

Section 3. Special Purpose Committees shall meet at the call of the Committee Chairperson and are required to make timely reports to the Planning Commission, or as specified by the Chairperson.

ARTICLE IX Support, Assistance, and Interfacing Relationship

Section 1. The Jefferson County Department of Development, (JCDOD), within the limits of available funding and staff, including consultants, provides ongoing administrative, staff, operational, and technical support to the JCPC.

Section 2. The Bureau of Physical Planning has been assigned to the Act 247 functions of comprehensive planning, zoning and subdivision review, and other county planning, as may be required, by the County Commissioners. The Bureau of Physical Planning interfaces with and coordinates Act 247 county planning activities and projects with the Planning Commission who, in turn, provides it advisory support and guidance.

Section 3. The Bureau of Physical Planning reports directly to the Jefferson County Director of Community Development who is responsible for the tasking, direction, administration, supervision, and functioning of the Bureau.

Section 4. The JCPC Budget Committee shall in coordination with the Bureau of Physical Planning prepare proposed JCPC budget line items for inclusion in the JCDOD budget impacting the Planning Commission functions and responsibilities.

Section 5. The JCPC Personnel Committee, in coordination with the JCDOD, participates in the selection of prospective new candidates to be hired for planning positions in the Bureau of Physical Planning.

Section 6. The Bureau of Physical Planning prepares, for review at each January Meeting of the JCPC, the Annual Activities Report of the previous year's planning activities and a proposed Work Statement for the ensuing year.

Section 7. The JCPC Annual Activities Report to the Board of County Commissioners shall be submitted each February.

Section 8. The JCPC shall prepare an evaluation statement to be included in the JCDOD Annual Report as to Bureau of Physical Planning organizational effectiveness in terms of the quality of support received by the Planning Commission in the conduct of its work.

ARTICLE X Funds

Section 1. The JCPC may, with the consent of the Jefferson County Board of Commissioners, accept any funds, personnel, or other assistance made available by the County, the Commonwealth, or the Federal Government, or any other agencies or from private sources.

Section 2. Monies received by the JCPC shall be deposited in the general account of the JCDOD.

ARTICLE XI Hearings

Section 1. In addition to those required by law, the Planning Commission may hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of the time and place of public hearings, when a matter of widespread interest, shall be published once a week for two successive weeks in at least one newspaper of general circulation in the territorial jurisdiction of the Planning Commission, not earlier than 30 days nor less than 14 days prior to the hearing. For matters of limited territorial interest, notice shall be given in such manner as is deemed.

Section 3. The matter before the Planning Commission shall be presented in summary by a member of the Planning Commission designated by the Chairperson, and parties in interest shall have the privilege of the floor

Section 4. No record or statement shall be recorded to sworn to as evidence for any Court of Law without notice to the parties.

Section 5. A record shall be kept of those speaking before the Planning Commission at such hearings.

Section 6. A summary of statements of JCPC members or their officially designated representatives shall be included in the minutes of the hearings.

ARTICLE XII Amendments

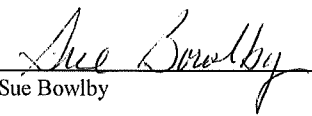
These by-laws may be amended by a majority vote of the entire membership of the JCPC.

Revised and Adopted:

July 1, 1987

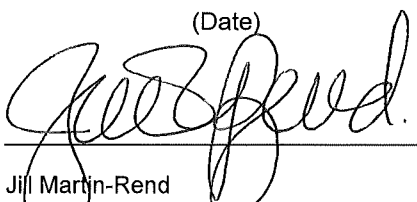
(Date)

Attested:



Sue Bowlby
(Secretary)

Amended:

May 27, 2025
(Date)


Jill Martin-Rend
(Signature of Chairperson)