

Bylaws
Centre Regional Planning Commission
Centre County, Pennsylvania

ARTICLE I. NAME OF COMMISSION

The name of this organization shall be the Centre Regional Planning Commission (CRPC).

ARTICLE II. AUTHORIZATION

The authorization for the establishment of this Planning Commission is set forth under the Pennsylvania Municipalities Code (MPC) Act 247 of 1968, P.L. 805 as reenacted and amended, 53 P.S. 10101, et seq. Centre County Commissioners delegated powers and duties of the Pennsylvania Municipalities Planning Code (MPC) to the Centre Region as specified in the AGREEMENT OF RELATIONSHIP dated the 16th day of March 1982 between Centre County and the Centre Region Council of Governments, comprised of College, Ferguson, Halfmoon, Harris, and Patton Townships, and the Borough of State College. Additional authority is established through the JOINT ARTICLES OF AGREEMENT OF THE CENTRE REGIONAL PLANNING COMMISSION dated the 24th day of January 1986, as approved by College, Ferguson, Halfmoon, Harris, and Patton Townships, the Borough of State College, and the Pennsylvania State University.

ARTICLE III. MEMBERSHIP

Membership shall consist of seven persons, one appointed by the governing bodies of State College Borough, College, Ferguson, Halfmoon, Harris, and Patton Townships, and the President or his/her designee of The Pennsylvania State University. The term of office for members shall be two years, except for those members appointed to fill a vacancy, who shall serve for the unexpired term of that vacated seat. All members of the Centre Regional Planning Commission shall reside within municipality they represent, except in the case of the member appointed by The Pennsylvania State University who shall be an employee of the University.

ARTICLE IV. VOTING

Section 1. Each appointed member, including the Chairperson, shall be entitled to one vote on any matter that may come before the Planning Commission.

Section 2. If a quorum is present, a simple majority of the votes cast by members present on any particular matter shall carry the issue.

Section 3. The Secretary shall keep a record of each vote as part of the minutes. The minutes of the Planning Commission shall also note members voting no or abstaining.

Section 4. A motion from the floor must be made and passed in order to dispense with any items on the consent agenda and the action agenda.

ARTICLE V. OFFICERS

Section 1. The Officers of the Planning Commission shall consist of a Chairperson, Vice-chairperson, and Secretary. The Officers, with the exception of the Secretary shall be appointed members of the Planning Commission.

Section 2. The Chairperson shall preside over the meetings of the Planning Commission and exercise all the powers usually incident of the office, retaining the full privileges of a Planning Commissioner. The Chairperson shall decide on all points of order and procedure, subject to these by-laws. The Chairperson also serves as the signatory to PennDOT contracts and periodic work order agreements between PennDOT and the CRPC through which federal and state funding is provided for completion of Centre County Metropolitan Planning Organization (CCMPO) work tasks.

Section 3. The Vice-Chairperson shall, in the absence of the Chairperson perform all the duties incumbent upon the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the members present may elect for the meeting an acting Chairperson who shall have full powers of the Chairperson during the absence of the Chairperson and Vice-Chairperson.

Section 4. The Centre Regional Planning Agency Director or his/her designee shall serve, ex officio without vote, as the Secretary. The Secretary shall keep minutes and a record of all meetings of the Planning Commission. The Secretary shall prepare the agenda of all meetings of the Centre Regional Planning Commission under the direction of the Chairperson and CRPA Director, provide notice of all meetings to the members, arrange proper legal notice of meetings, and attend to any correspondence of the Planning Commission and such other duties as carried out by the Secretary.

SECTION VI. ELECTION OF OFFICERS

- Section 1.** An organizational meeting shall be held on the first Thursday in February of each new year.
- Section 2.** Members shall make nominations for Officers from the floor at the annual organization meeting for the Officers.
- Section 3.** A candidate for Chairperson and Vice-chairperson receiving a majority vote of the members present shall be declared elected. The Chairperson and Vice-chairperson may not serve more than two consecutive one-year terms.
- Section 4.** Planning Commission vacancies shall be filled immediately the by governing body of the municipality with the vacancy or by the President or his/her designee of The Pennsylvania State University.

ARTICLE VII. MEETINGS

- Section 1.** The Planning Commission shall set the meeting date, time and location for the coming year at the organization meeting. The Planning Commission will generally meet on the first Thursday of each month at a time and place designated by the Planning Commission. Schedule adjustments in dates, times, location, or number of meetings to accommodate holidays, joint meetings, or other events, should be approved at the organization meeting.
- Section 2.** The Secretary shall publish the annual meeting schedule within two weeks of approval at the annual organization meeting.
- Section 3.** A quorum shall consist of four Planning Commission members to be present. A quorum is necessary to transact business.
- Section 4.** Special meetings may be called by the Chairperson or when requested to do so by a majority of members of the Planning Commission. The Secretary shall notify all members of the Planning Commission no less than five days in advance of such special meeting.
- Section 5.** The Planning Commission may meet in non-voting work sessions for the purposes of carrying out the duties of the Planning Commission. The Chairperson shall call a work session when requested to do so by a majority of the members of the Planning Commission. The Secretary shall notify all members of the Planning Commission and publish notice of work sessions in the same manner as regular meetings.

Section 6. When an emergency declaration has been issued by Federal, Commonwealth, or COG officials recognizing a situation that precludes the CRPC from meeting in person, the Planning Commission may meet remotely by video or teleconference subject to the following requirements:

A physical quorum is not necessary however, a quorum must be established on the telecommunications device to conduct business. Telecommunications device is defined as any device which permits, at a minimum, audio communications between individuals.

Notice must be given of public meetings held under this section. Public notice includes on the COG website and in a newspaper of general circulation. The notice must include the meeting date, time, technology to be used, and how the public may participate. Written comments may be submitted to the physical address of the COG or designated e-mail address.

Draft minutes must be posted on the COG website within five days of the meeting. All video meetings shall be recorded and posted on the COG website within five days.

Section 7. The rules contained in the current edition of Robert's Rules of Order Revised 1979 shall guide the Commission however; parliamentary procedure shall be flexible and may be adjusted at the Chair's discretion to best serve the needs of the Commission. Nevertheless, no parliamentary procedure shall be followed that is inconsistent with these bylaws. Nevertheless, no parliamentary procedures shall be followed that is inconsistent with these By-Laws or with the wishes of a majority of Planning Commission members.

Section 8. To be excused, members of the Planning Commission shall notify the Secretary when they intend to be absent from a meeting. Members should make every effort notify the alternate member from their municipality or The Pennsylvania State University to attend the meeting in their absence and notify the Secretary if the alternate will attend. The alternate has the power to vote in place of the member not attending the meeting.

Section 9. The Chairperson may cancel a meeting if there is no business on the agenda or if it is certain that a quorum will not be present. The Chairperson may also cancel a meeting because of weather, emergency, or other circumstances that may substantially limit the ability of

members of the Commission or the public to attend. The Chairperson shall give notice of cancellation to members of the Commission as far in advance of the scheduled meeting time as practicable.

ARTICLE VIII. ORDER OF BUSINESS

The order of business at regular meetings shall be:

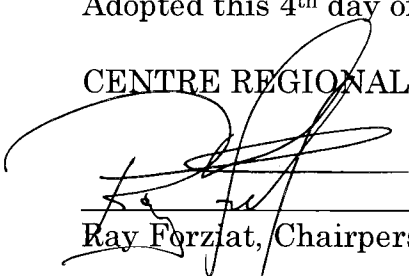
- a. Call to order
- b. Approval of minutes
- c. Citizen comments
- d. Regional interest items
- e. CRPA activity report
- f. Consent agenda
- g. Guest presentations
- h. Action agenda
- i. Policy agenda
- j. Committee and liaison reports
- k. Other business
- l. Adjournment

ARTICLE IX. AMENDMENTS

The membership of the Planning Commission may amend these bylaws by a majority vote of the entire membership of the Planning Commission. The Planning Commission shall not adopt or follow any operating rules, regulations, or guidelines not expressly allowed by the PENNSYLVANIA MUNICIPALITIES PLANNING CODE, the AGREEMENT OF RELATIONSHIP or the JOINT ARTICLES OF AGREEMENT OF THE CENTRE REGIONAL PLANNING COMMISSION.

Adopted this 4th day of June 2020.

CENTRE REGIONAL PLANNING COMMISSION



Ray Forziat, Chairperson

ATTEST



James J. May, AICP, Secretary