

Exhibit A to Ordinance 39-2005
Amended by Ordinances 88-2005 and Ordinance 62-2006



By-Laws
Municipal Planning Commission
City of Waverly, OH

Section I. Legal Definitions:

1. City: The City of Waverly, Ohio;
2. City Council: The City Council of Waverly, OH as established by Article III, of the Waverly City Charter adopted May 5, 1970.
3. Commission: The Municipal Planning Commission of the City of Waverly, OH as established by Article IX, section 3, of the Waverly City Charter adopted May 5, 1970;
4. County: Pike County, Ohio;
5. Good Standing: In reference to the Waverly Municipal Planning Commission, members to be considered in "Good Standing" shall include only members who have attended meetings of the commission regularly, members who have participated in the decisions made by the Commission regularly; and members who have consistently abided by the rules of the Commission.
6. Quorum: A quorum shall be considered 3 of the 5 members, considered to be in good standing by the Commission.
City Ordinance 39-2005

Section II. Purpose of Commission:

The purpose of the Commission shall be the powers and duties conferred upon it in Article IX, Section 3, Subsection B of the Waverly City Charter adopted May 5, 1970.
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Section III. Membership:

- A. The membership of the Commission shall be the composition and terms established in Article IX, Section 3, Subsection B of the Waverly City Charter adopted May 5, 1970.
- B. No more than one member shall be from the same voting ward. The Mayor shall be considered as one member for this purpose.

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- C. No member of the Commission shall serve on any elected position in the City or County.
- D. No one shall be a member of the Commission that has been employed by the City of Waverly within the past 24 months.
- E. No one shall be appointed to the Commission that stands to gain financially by decisions based upon his/her voting record.
- F. Prospective members should meet the following minimum qualifications:
 - 1. Potential Planning Commissioners shall have a length of residency in the City of at least 3 years.
 - 2. No person who has been convicted of a felony shall be allowed to serve as a planning commissioner.
- G. Officers shall be elected annually at the regular meeting in May, with nominations for officers being submitted to the Commission no later than the date of the annual regular meeting held in April. Only members who have served at least one year and are considered to be in good standing by the Commission shall be allowed to be nominated as Officers.
- H. It shall be the duty of the Chairperson to preside at meetings and to oversee all the Commission's activities. The Chairperson shall be in charge of scheduling the Agenda for each regular and special meeting. The Chairperson shall provide at a minimum, a quarterly report to the City Council summarizing the Commissions plans, recommendations and accomplishments.
- I. A member of the Commission may resign at any time during his/her term.
- J. A member resignation shall be submitted in writing to the Chairperson and or the Commission's designated position in charge of performing all secretarial duties, and shall become effective as of the next regularly scheduled meeting following the submission of the resignation.
- K. Any member of the Commission that was appointed by the Mayor and approved by City Council may be removed by the Commission for the following reasons:
 - 1. A continuous neglect to attend meetings and to provide input to the Commission's activities and responsibilities.
 - 2. Gross Misconduct, misfeasance, malfeasance or nonfeasance while with the Commission.
 - 3. Conviction while with the Commission of a crime involving moral turpitude or for violation of his oath of office or for persistent failure to abide by the rules of the Commission.

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Section IV. Meetings:

- A. Regular Meetings will be held the second Wednesday of every month at 2 p.m. at the municipal building.
- B. Special Meetings may be scheduled by a majority vote of the members of the Commission.
- C. A quorum of the Commission must be present at either a regular or special meeting for any voting to occur. Unless otherwise indicated all final decisions shall be made by a majority vote of the Commission.
- D. All meetings of the Commission shall conform to the laws of the State of Ohio.

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E. Items not on the Agenda shall be considered at the discretion of the Commission.

F. The Commission shall implement “Robert’s Rules of Order” when conducting all regular and special meetings.

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Section V. Amendments:

These By-Laws may be amended by four of five Commission members concurring, subject to the approval of City Council by Ordinance.

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