



# *ORPC Oxford Region Planning Committee*

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## **OXFORD REGION PLANNING COMMITTEE BY-LAWS**

### **SECTION I. OXFORD REGION PLANNING COMMITTEE (ORPC) MEMBERSHIP**

The ORPC is formed in accordance with the terms of the By-laws herein. Effective with the execution of the Oxford Region Intergovernmental Cooperative Implementation Agreement by the participating members, the ORPC shall replace and succeed the Planning Committee established by the Cooperative Planning Agreement and serve at the pleasure of the municipal governing bodies.

- A. **Municipal Appointments.** The governing body for each participating member shall appoint to the ORPC two (2) members consisting of one (1) member from the governing body and one (1) member from the planning commission. If either representative is unable to attend the ORPC meeting, one (1) alternate person, from that participating member, may be appointed to attend in their stead.
- B. **Municipal Representation.** Each municipality is responsible for ensuring full representation on the ORPC and must fill any vacancy in a timely fashion.
- C. **Member Replacement.** A municipality may replace any of the members it appoints to the ORPC at any time.

### **SECTION II. ORPC MEMBER RESPONSIBILITIES**

The Planning Committee responsibilities and duties shall be as established in the Oxford Region Intergovernmental Cooperative Implementation Agreement.

### **SECTION III: ORPC ORGANIZATION**

The Planning Committee shall be organized and function as follows:

- A. **Voting Rights:** Although each participating member shall have two (2) representatives on the ORPC, together they shall have one (1) vote to cast on all matters that come before it. Where both representatives are present from a single municipality, the prevailing vote shall be that of the member designated as the governing body member or, in his/her absence, by the member designated as the planning commission member or, in his/her absence, by the alternate member. In the event that none of the members identified above can attend an ORPC Meeting where a vote will take place, the governing body member can identify a proxy who will attend the meeting and cast a vote on his or her behalf.
- B. **Voting:** Except as otherwise noted in the Implementation Agreement or By-laws herein, actions taken by the ORPC shall be by simple majority vote of the participating members. No action may be taken, or recommendation made, where the resulting vote ends in a tie.

- C. **Chairperson:** The Chairperson of the ORPC shall be selected by a simple majority vote of the ORPC members. The Chairperson shall preside at all meetings and hearings of the ORPC, and shall have the duties normally conferred by parliamentary usage of this office. Robert's Rules of Order shall be followed in conducting all meetings.
- D. **Vice-Chairperson:** The ORPC shall select a Vice-Chairperson by a simple majority vote who shall preside at meetings in which the Chairperson is absent. The Vice-Chairperson shall be from a municipality other than that of the Chairperson.
- E. **Treasurer:** The ORPC shall select a Treasurer by a simple majority vote. The Treasurer shall be from a municipality other than that of the Chairperson and Vice-Chairperson. The Treasurer shall be responsible for paying approved fees incurred from a joint banking account established by the participating members. Any expenditure from the joint bank account shall require the signature of two of the three ORPC Officers (i.e., Chairperson, Vice-Chairperson, and Treasurer).
- F. **Terms of Office:** All Officers shall be elected at the January meeting of the ORPC and serve a one-year term.
- G. **Officer Requirements:** The Chairperson, Vice-Chairperson, and Treasurer shall be elected officials.
- H. **Secretary:** The ORPC shall select a Secretary by a majority vote. The Secretary shall be responsible for keeping the minutes and records of all activities, and provide correspondence to such persons and/or entities as the ORPC shall direct. The Secretary shall work in accordance with legal counsel to provide proper legal notice of all meetings and/or hearings. The secretary shall provide a monthly report of all activities to the governing body and ORPC of each participating member to keep them apprised of the activities of the ORPC, and update the Oxford Region website as necessary. The ORPC may appoint a non-committee member to serve as the ORPC Secretary.

#### SECTION IV: ORPC MEETINGS

- A. **Frequency of Meetings.** Meetings shall be held on a monthly basis on a date and at a time and place selected by a majority vote of the ORPC. A majority at any meeting may change the date of a meeting provided said change is properly advertised.
- B. **Cancellation of Meetings.** Should there be no business to be considered, the Chairperson may cancel a meeting with at least two (2) business days prior notice to the representatives of the participating members, to the Manager or Secretary of the municipality hosting the meeting, and to the ORPC Secretary who will contact the ORPC and provide an update on the Oxford Region website. All meetings or portions of meetings at which official action is taken shall be open to the general public.
- C. **Meeting Quorum.** A meeting quorum shall require representation from a majority of the participating members within the Oxford Region.
- D. **Purpose of Meetings.** Meetings shall primarily be devoted to the responsibilities established by the Implementation Agreement and the By-laws herein, including

interpretation and implementation of the Multimunicipal Plan, but may also be used to provide for updates from participating members on issues or items of interest that may affect the Region.

#### **SECTION V: CHANGES IN PLANNING COMMITTEE MEMBERSHIP**

A. **Withdrawal:** A municipality may withdraw from the ORPC consistent with the following sequential process:

1. Written notice is provided to the ORPC and each other participating member regarding the intention to withdraw.
2. The withdrawing municipality holds a public hearing, pursuant to public notice, to solicit comment regarding its intention to withdraw.
3. The governing body of the municipality intending to withdraw passes a resolution authorizing the withdrawal.
4. The withdrawal shall be effective one (1) year from the adoption of the resolution authorizing the withdrawal. The withdrawal may become effective within less than one (1) year by unanimous approval of the ORPC.
5. Any municipality withdrawing from the ORPC shall be bound by the requirements of this agreement, including compliance with all subdivision and land development, zoning and comprehensive plan amendment review processes, until expiration of the one-year waiting period, except as may be otherwise permitted herein.
6. Any municipality that has authorized withdrawal shall be financially responsible for all previously budgeted items until the expiration of the one-year waiting period, and in addition it will be responsible for any unbudgeted items that it, or its representative to the ORPC, had voted for prior to the expiration of the one-year waiting period. In addition, any withdrawing municipality shall be responsible for its share of the costs of the preparation of any Plan Amendment needed as a result of their planned withdrawal.

B. **Expansion:** A new municipality may enter into this implementation agreement with the ORPC through a unanimous vote of the then participating members.

1. The new participating member shall be responsible for its proportionate share of the cost of preparing an amendment to the Multimunicipal Plan. The amount of such contribution shall be determined at the time of expansion.
2. Adoption of the amended Multimunicipal Plan by the participating members, including the new participating member, shall be a precondition for membership of the new municipality.

#### **SECTION VI: REVISIONS TO BY-LAWS**

Any changes will need the approval of all municipalities.

**SECTION VII. ENDORSEMENTS**

The undersigned parties approve and agree to the conditions of the Oxford Region Planning Committee By-laws: