

# BYLAWS

## AMERICA250PA CHESTER COUNTY COMMISSION

Adopted July 12, 2022

BYLAWS OF THE AMERICA250PA CHESTER COUNTY COMMISSION  
CHESTER COUNTY, PENNSYLVANIA

ARTICLE I  
Name of Commission

- 1.1 The name of this organization shall be AMERICA250PA Chester County Commission.

ARTICLE II  
Authorization

- 2.1 The County Board of Commissioners (herein known as the “Commissioners”) authorized the establishment of the AMERICA250PA Chester County Commission (herein known as the “Commission”) with resolution number 47-21, adopted on November 10, 2021. The Commission is authorized to be in existence for seven (7) years to November 10, 2028.

ARTICLE III  
Purpose

- 3.1 The Commission shall coordinate activities with AMERICA250PA in Chester County to help build the foundation for celebrating the nation’s 250<sup>th</sup> anniversary and to prepare specific steps for celebrating the nation’s heritage. The Commission may, as part of its activities:
- 3.1.a Gather input and information from the general public, municipalities, and other partners about the county’s history;
  - 3.1.b Assess historic sites and recommend enhancements for improving capacity;
  - 3.1.c Develop and implement an interpretive framework for historic tourism;
  - 3.1.d Prepare and implement county-wide marketing;
  - 3.1.e Tailor a civic based educational curriculum for Chester County schools;
  - 3.1.f Organize and sponsor on-going programs and events for the 250<sup>th</sup> celebration, and
  - 3.1.g Identify financial support for the 250<sup>th</sup> celebration and related tourism efforts.

ARTICLE IV  
Membership

- 4.1 Members shall be appointed by the Commissioners. Each member shall be appointed for the full term of the Commission, until November 10, 2028.
- 4.2 The Commission shall consist of 29 members.
- 4.3 Vacancies shall be filled by the Commissioners, with new members appointed for the full term of the Commission.

ARTICLE V  
Officers

- 5.1 The officers of the Commission shall consist of Chair, First Vice-Chair, Second Vice-Chair, and Secretary. The terms of officers shall be one year.

- 5.2 The Chair shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. At each meeting, the Chair shall submit such recommendations and information as may be considered proper concerning the business affairs and policies of the Commission.
- 5.3 The First Vice-Chair shall act for the Chair in his/her absence. In case of the resignation, death, or incapacity of the Chair, the First Vice-Chair shall perform such duties as are imposed on the Chair until such time as the new Chair shall be selected.
- 5.4 The Second Vice-Chair shall act for the Chair and First Vice-Chair in their absence. In case of the resignation, death, or incapacity of the Chair and First Vice-Chair, the Second Vice-Chair shall perform such duties as are imposed on the Chair until such time as the new Chair and/or First Vice-Chair shall be selected.
- 5.5 The Secretary shall keep the Minutes and records of the Commission, and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chair, provide notice of all meetings to Commission members, arrange legal notice of meetings, attend to correspondence of the Commission, and conduct such other duties as are normally carried out by a Secretary.

ARTICLE VI  
Election of Officers and Reorganization

- 6.1 An annual organization meeting of the Commission and election of officers shall be held at the first meeting of the calendar year.
- 6.2 Nominations shall be made from the floor or by a nominating committee at the annual organization meeting, and election of officers set forth in Section 5.1 of Article V shall follow immediately thereafter.
- 6.3 A candidate receiving a majority vote of the entire membership of the Commission at a meeting shall be declared elected, with participating members voting in person or remotely via an electronic device.
- 6.4 Vacancies in office shall be filled by the Commission by regular election procedures at the next regular meeting.
- 6.5 The Secretary shall notify the County Commissioners of any vacancies of members from the Commission.

ARTICLE VII  
Meetings

- 7.1 Meeting dates, times and locations for the year shall be determined by the Commission at its organization meeting. Meetings shall be held on a quarterly basis, or as needed. In the event of conflict with holidays or other events, a majority of the members present at an official meeting may change the date or location of said meeting. Notice of all public meetings shall be posted on the Chester County website.
- 7.2 Notice of the time and place of additional meetings, except special meetings, or changes to the scheduled quarterly meetings shall be posted on the Chester County website.

- 7.3 A quorum shall consist of a majority of currently appointed members of the Commission. A quorum shall be required to take action on business items. Action shall be by a majority of the members participating in the meeting and voting, which can be done in person or remotely via an electronic device. Voting shall be by voice vote. A record of the vote shall be kept as part of the Minutes.
- 7.4 Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Commission. The Secretary shall notify all members of the Commission in writing or by e-mail not less than five (5) days in advance of such special meetings.
- 7.5 All meetings, or portions of meetings, at which official action is taken, shall be open to the general public. However, the Commission may meet in executive session for discussion purposes, in compliance with the Pennsylvania Sunshine Law.
- 7.6 Unless otherwise specified, "Robert's Rules of Order" shall govern the proceedings at the meetings of this Commission.

ARTICLE VIII  
Order of Business

- 8.1 The Secretary of the Commission, under the direction of the Chair, shall establish the agenda for each regular, special, and executive meeting.

ARTICLE IX  
Amendments

- 9.1 The Commission Chair may create any committees needed to facilitate the ongoing business of the Commission, provided approval is received from the members of the Commission at a public meeting.
- 9.2 All committees must be assessed and reconstituted on an annual basis by the members of the Commission at a public meeting.


ARTICLE X

- 10.1 These Bylaws may be amended at a meeting by a majority vote of the entire membership of the Commission, with participating members voting in person or remotely via an electronic device.
- 10.2 Notice of the proposed change in the Bylaws must be given at least thirty (30) days prior to the meeting at which the amendments to the Bylaws shall be considered, and this notice must be in writing by first-class mail or email to all members of the Commission.

ADOPTED THIS DATE: July 12, 2022

ATTESTED:

  
Heather Reiffer, Secretary

  
David Blackburn, Chair