BY-LAWS

OF THE MARTHA'S VINEYARD COMMISSION

Amended October 2, 2014

1. NAME OF DOCUMENT, ADOPTION, AND AMENDMENTS

1.1 Name of Document

This document shall be known as the "By-Laws of the Martha's Vineyard Commission" or "MVC By-Laws"

1.2 Date of Adoption

This document was adopted on April 6, 1978

1.3 Amendments

DATE	SECTION
11/22/78	3.1, 3.1.1, 3.1.6
07/24/80	6.1, 10.0
05/14/81	2.4.3
10/18/84	3.1.1, 3.1.7 (deleted), 6.1
12/15/88	2.6 & 6.4
07/18/91	6.0
11/17/94	2.6, 3.1.3, 5.1, 2.4.1.2.4.3,
07/10/97	3.1, 3.4.1.4, 6.2.4, 6.3, 7.2, 8.2, 8.3, 9, 6.3.1.3(deleted) 6.3.1.6 (deleted)
01/09/14	1.1 (renumbered), 2.4 (renumbered), 3.5, 6.2, 6.3.1
10/02/14	4.3.1

2. NAME OF ORGANIZATION, PURPOSES, AND POWERS

2.1 Authority

The people of Martha's Vineyard on March 14, 1974 voted to endorse the provisions of Chapter 637, Acts of 1974, of the General Court of the Commonwealth of Massachusetts, as signed by Governor Francis W. Sargent on July 27, 1974. The Martha's Vineyard Commission, a public body corporate, in addition to the functions delineated in Chapter 637, replaced the Dukes County Planning and Economic Development Commission and adopted its functions.

On December 21, 1977, Governor Michael S. Dukakis signed Chapter 831, Acts of 1977 entitled An Act Further Regulating the Protection of Land and Waters of the Island of Martha's Vineyard (the "Act"). The Martha's Vineyard Commission, referred to in Chapter 831, hereinafter referred to as the "Commission", replaces the Martha's Vineyard Commission referred to in Chapter 637, with like responsibilities, duties and powers over the lands and waters of Dukes County with the exception of the Elizabeth Islands and the Indian Common Lands known generally as the Cranberry Bogs, the Clay Cliffs, and Herring Creek, all situated in the Town of Gay Head, and to the extent they are excluded from the responsibilities, duties and powers of the towns, all lands owned by the Commonwealth or any of its constituent agencies, boards, departments, commissions or offices.

Included in the Commission's jurisdiction is the incorporated municipality of Gosnold. It is recognized, however, that. Gosnold shall not have a vote on the Commission, neither shall it be assessed for any of the regulatory functions assumed by the Commission under the Act, although it shall be assessed for its share of the planning and economic development functions transferred by the Act to the Commission from the Martha's Vineyard Commission, established by Chapter 637.

The Commission may have such other functions, powers and jurisdiction as may be delegated to it by an appropriate authority.

2.2 Purposes and Powers

As specified in Section 1 of Chapter 831, Acts of 1977:

> The people of Martha's Vineyard did, on March fourteenth, nineteen hundred and seventy-four, vote to endorse the provisions of Chapter 637 of the Acts of 1974;
>
> The purpose of the Commission created by this act shall be to further protect the health, safety, and general welfare of Island residents and visitors by preserving and conserving for the enjoyment of present and future generations the unique natural, historical, ecological, scientific and cultural values of Martha's Vineyard which contribute to public enjoyment, inspiration and scientific study, by protecting these values from development and uses which would impair them, and by promoting the enhancement of sound local economies.

Also, the Commission shall be responsible for the preparation of comprehensive plans for the physical, social, and economic development of Dukes County. Such plans shall include, but not be limited to the preparation of studies, research reports, and maps of natural resources and conservation, transportation and population characteristics. In order to carry out these responsibilities, the Commission may retain such experts as may be required.

The Commission may receive for the purposes of this act any funds or monies from any source, including grants, bequests, gifts or contributions made by individuals, associations, corporations, or by municipal, county, state or Federal government.

Monies so received shall be disbursed by the Commission treasurer upon an order voted by the Commission; and the charges upon all towns may be reduced correspondingly upon a majority vote of the members if such monies were not included in the calculation of the towns' net shares of expenses for the fiscal year.

The Commission shall assume, in addition to those enumerated herein, all the powers and all of the obligations given to it by Chapter 831, and all of the powers and obligations as transferred from the Martha's Vineyard Commission established by Chapter 637 by the Act.

The Commission may adopt, by majority vote, administrative procedures and policies to govern the processing of Districts of Critical Planning Concern and the review of Developments of Regional Impact.

2.3 Initial Transfer of Responsibilities

Past assets, liabilities, records, and documents of the Martha's Vineyard Commission established by Chapter 637 are assumed by the Commission as provided in Sections 20, 21, 22, 23, and 24 of the Act.

2.4 Finances

2.4.1 Fiscal Year: The Fiscal Year of the Commission shall be July 1 to June 30.

2.4.2 Audit: The Commission shall cause to have made in July of each year an independent audit of its accounts which audit shall be part of its annual report and shall be forwarded to the Department of Corporations and Taxation of the Commonwealth of Massachusetts (as well as any other agencies that have contractual arrangements with the Commission and thus require an audit of said funding expenditures).

2.4.3 Maximum Levy: The Commission's net expenses determined and levied on the basis of the latest equalized valuation for property tax purposes shall not exceed .036 percent of the latest equalized valuations for each town.

2.4.4 Excess of Local Monies: Any local monies over 12 percent of the Budget posted to the General Fund Balance of the Martha's Vineyard Commission at their Annual Audit of the Fiscal Year will be reflected in the Martha's Vineyard Commission Annual Finance Report and used to reduce the towns' assessment at the second billing time period. This reduction will be calculated by the same equalized valuation formula as the annual assessment.

2.5 DRI Standards and Criteria

The Commission shall review the standards and criteria for Developments of Regional Impact (DRIs) at least every two years.

2.6 DRI Hearings and Decisions

The Commission shall hold the public hearing for Developments of Regional Impact (DRIs) and make the required written decision pursuant to the regulations of the Martha's Vineyard Commission adopted November 19, 1987 as amended. The Commission shall make the required findings and notify the referring agency and applicant of its decision within sixty (60) days after the close of the public hearing. These limits may be extended by mutual agreement between the Commission and the applicant for the Development.

3. MEMBERSHIP

3.1 Constituent Membership

Subject to the provisions of Paragraphs 3.1.6 and 3.1.7 below, the Commission shall consist of 21 members, 17 of whom are voting members.

3.1.1 Town-Appointed Members: One Selectman or a resident registered to vote from each town of Martha's Vineyard appointed by the Board of Selectmen of that Town.

3.1.2 Elected Members: Nine members, elected by an Island-wide vote. No less than one or more than two members shall be from each town.

3.1.3 County Appointee: One Dukes County Commissioner, or a designee of the Dukes County Commissioners, appointed by the Dukes County Commissioners.

3.1.4 Governor's Cabinet Member: A member of the Cabinet of the Commonwealth of Massachusetts of his designee, appointed by the Governor.

3.1.5 Non-Resident Member: Four non-voting members whose principal place of residence is other than on Martha's Vineyard, appointed by the Governor.

3.1.6 Commonwealth or Federal Member: One additional member to bring the total membership to 22 and the voting membership to 18. This individual would be the Secretary of the Interior or his designee, should Federal legislation supportive of the purposes of Chapter 831 be enacted by the United States Congress.

3.2 Terms of Membership

3.2.1 Elected Members and non-resident Members shall serve a term of two years.

3.2.2 Town-appointed Members, Town Review Committee Members, and the County Commissioner shall serve a term of one year and may be renewed as members only upon a vote of the appointing body.

3.2.3 The Governor's Cabinet Member shall serve for an indefinite term at the discretion of the Governor.

3.2.4 All terms of membership shall begin on January 1 of the appropriate year, except that the terms of initial members shall begin on the date of the initial meeting and terminate as if they had begun on January 1, 1977.

3.3 Attendance at Meetings

3.3.1 Attendance at meetings by members is essential to the success of the Commission. It is particularly important that members attend all public hearings so that the fullest range of discussion and input may be achieved. All minutes of all regular and special meetings shall include a list of which members were present and which members were absent from that particular meeting. Attendance records for all members will be included in the Commission's Annual Report.

3.4 Responsibilities of Members

3.4.1 The principal responsibilities of each member can be summarized as follows:
3.4.1.1 To hear and receive testimony and to make decisions on applications for developments of regional impact and nominations for districts of critical planning concern.
3.4.1.2 To participate in establishing Commission policy and objectives.
3.4.1.3 To assist in on-going efforts to communicate or implement Commission policies, objectives and recommendations on both local and regional levels.

3.4.1.4 To participate in Commission decisions-making through attendance and participation in Commission and committee meetings.
3.4.1.5 To serve, in the case of appointees of local towns or the County, as liaison between the Commission and the towns or the County which the appointee represents.
3.4.1.6 To apprise local, County and other regional officials of significant Commission Activities and/or programs.
3.4.1.7 To carry out such other duties and responsibilities as may be assigned from time to time by the Chair.

3.5 Vacancies and Residency

3.5.1 Special Cases and Vacancies: "Any vacancy in an appointed position shall be filled in the same manner as the original appointment for the remainder of the unexpired term. Any vacancy in the elected membership shall be filled by a majority vote of the planning board, or the board of selectmen in the absence of a planning board, of the town in which the former member was a registered voter; said vacancy to be filled for the remainder of the unexpired term." Excerpt from the Act, Section 2

3.5.2 Resignation: Any member may resign by giving written notice to the Chair of the Commission who shall, in turn, notify the proper local official.

3.5.3 Change of Residency of Commissioners: If a Commissioner moves to another town on Martha's Vineyard, he or she may continue to serve the remainder of his or her term.

4. OFFICERS

4.1 Required Officers and Elections

The Commission, at this initial meeting, shall elect by majority vote a Chairman, Vice-Chairman, and Clerk-Treasurer from among its membership. Subsequent regular elections for these officers and any other elected officers shall be held annually on or before December thirty-first.

4.2 Other Officers

4.2.1 General: The Commission may elect from among its membership other officers with such titles and duties as prescribed at the time by the Commission.

4.2.2 Executive Director: The Commission may employ an Executive Director who is a not a member of the Commission, but who serves as a non-voting officer; fulfilling the duties as outlined herein.

4.3 Terms of Office for Officers

4.3.1 General: Terms of office for officers shall begin on January 1 of the year following the election and the following December 31. Should there occur a vacancy among any of the officers, whether resulting from expiration of the officer's term as member of the Commission,

or any other cause, the Commission membership shall elect an officer to fill the remainder of the vacancy.

4.3.2 Resignation: Any office holder may resign by giving written notice to the Commission, upon which he or she may continue to serve as a Commission Member, and his or her replacement shall be determined by a majority vote of the Commission.

4.3.3 Removal: The Commission may remove an officer for just cause, by a two-thirds vote of all members of the Commission. Fourteen votes in favor are needed for removal.

4.4 Duties of Officers

4.4.1 Duties of Chairman: The Chairman shall preside at all Commission meetings and may call special meetings. The Chairman shall execute all contracts authorized on behalf of the Commission and shall validate by signature all official documents, orders and proceedings of this body unless this authorization has been specifically delegated by a majority vote of the Commission. He or she shall, in consultation with the Commission, appoint the members to any standing or special committees authorized by the Commission and shall be a member ex-officio of all committees. The Chairman may also consult in advance with the Executive Director and staff regarding Commission meeting agenda and proceedings.

4.4.2 Duties of the Vice-Chairman: The Vice-Chairman shall act for the Chairman during his or her absence from the chair, and if the position of Chairman becomes vacant, he or she shall act as Chairman in all matters until the position is again filled as set forth.

4.4.2.1 In the absence of the Chairman and Vice-Chairman, the Commission may elect by a majority vote an Acting Chairman for the term of the meeting.

4.4.3 Duties of Clerk-Treasurer:

4.4.3.1 The Clerk-Treasurer shall be the recording officer of the Commission and custodian of its records except as are specifically assigned to others. The Clerk/Treasurer shall ensure that all minutes and recordings of official Commission business shall be kept in the offices of the Commission under adequate safeguards. He/she shall ensure that public records shall be open to the public for inspection at reasonable times in accordance with applicable laws of the Commonwealth. The Clerk-Treasurer shall ensure that a register of membership shall be kept and attendances duly noted. The Clerk-Treasurer shall authenticate, when necessary, all acts, orders, decisions and proceedings of the Commission; and shall ensure that all members are notified of their election and/or appointments; and shall ensure that adequate and proper notices of all scheduled meetings are sent in accordance with applicable laws of the Commonwealth and Commission policy.

4.4.3.2 As Treasurer, the Clerk-Treasurer shall be the fiscal agent of the Commission and it shall be his/her duty to oversee the appropriate financial staff to ensure that proper financial records are maintained. The Clerk- Treasurer shall be the custodian of the funds of the Commission and may direct the financial staff to deposit all funds in the name of the Commission in banks or trust companies of his/her choice or as the Commission may designate. He/she shall ensure that there are kept accurate books of account which shall be open to the inspection of the members of the Commission, the Executive Director and the general public during normal business hours in the Commission offices.

4.4.3.3 The Clerk-Treasurer shall render to the Commission at its regular monthly meeting, or whenever circumstances may require it, a statement of financial condition of the Commission and shall cause to be presented at the Annual Meeting a report giving the financial condition for the fiscal year and a proposed budget for the coming fiscal year. The Clerk-Treasurer shall ensure that an annual audit is conducted by an independent auditor pursuant to state and federal laws.

4.4.3.4 The Clerk-Treasurer shall give the Commission a bond, with a surety company authorized to transact business in the Commonwealth as surety, for the faithful performance of his or her duties, in such sum and upon such conditions as the Commission may require. The bonding fee shall be paid out of Commission revenues.

4.4.3.5 The Clerk-Treasurer shall perform such other duties as are incident to this office and required by the Commission.

4.4.3.6 The Clerk-Treasurer shall be custodian of the Commission's seal.

4.4.4 Duties of the Executive Director

4.4.4.1 The Commission shall employ an Executive Director who shall serve at the pleasure of the Commission.

4.4.4.2 The Executive Director is responsible to the Commission for the administration of programs and projects determined by the Commission. The Executive Director shall supervise both administrative, regulatory and planning policies and maintenance of all books, records and documents; and perform such other tasks as, from time to time, the Commission shall determine.

4.4.4.3 The Executive Director is empowered within the limits of budgets approved by the Commission to hire individuals of his or her choice to fill staff positions. The Executive Director may also terminate the employment of any individual on the staff. The hiring and firing of consultants and professionals on retainer shall be by the Executive Director, subject to Commission ratification.

4.4.4.4 The Executive Director is charged with keeping records of Commission proceedings, including the following:

4.4.4.4.1 Attendance records of all Commission Meetings, the results of which shall be analyzed and reported for the annual meeting.

4.4.4.4.2 Minutes of all regular and special meetings.

4.4.4.4.3 Applications, maps and plans, written reviews and decisions, copies of permits and other materials pursuant to the land and water-review functions of the Commission, all of which must be carefully organized and available to the interested public.

4.4.4.4.4 A record of all receipts and disbursements in accordance with the requirements of the Commonwealth which govern accounting practices for towns. All personnel, material and service charges shall be kept separately and allocated to either direct or indirect accounts by project or complete annual accounting reports, prepared in the manner prescribed for towns, shall be published and distributed within ninety (90) days after the end of each fiscal year. Copies of the report shall be made available to the public and copies shall be sent to the town clerks and the

finance committees of each town in Dukes County, and to Federal and State agencies which fund the Commission.

4.4.4.5 The Executive Director shall be responsible for establishing necessary liaison and communication in all areas between the Commission, staff and the community at large, including distribution of fiscal information to Town finance committees.
4.4.4.6. The Executive Director shall draft proposed budgets for the Commission's consideration and, with Commission guidance and approval, seek useful external funding and delineate internal fiscal policies and expenditures.

4.4.5 Vacancy in Position of Executive Director

4.4.5.1 When a vacancy occurs in the position of Executive Director, the Commission shall appoint a Search Committee from its membership. Any member of the Commission may participate at any meeting.

4.4.5.2 Search Committee

4.4.5.2.1 The Search Committee shall meet and draft a notice of vacancy to be placed in a newspaper of general circulation covering the local area as well as within any professional journals as deemed appropriate by the Committee. The notice which shall be approved by the Commission, shall include a brief job description.
4.4.5.2.2 The Search Committee shall review and screen all resumes which have been received in response to the notice and which have been received prior to the deadline set forth in the notice of vacancy.
4.4.5.2.3 The Search Committee shall meet and develop a list of candidates from amongst those persons who have submitted resumes and who, in the opinion of the members of the Search Committee, appear to be the most qualified and that should be invited for a personal interview.
4.4.5.2.4 The Search Committee shall interview each candidate who is invited and shall determine which candidates, in the opinion of its members, should have their names submitted to the full Commission for further interviews.

4.4.5.3 Role of the Full Commission

4.4.5.3.1 The full Commission shall meet with each individual candidate put forth by the Search Committee. Following the end of the interview period, the full Commission shall meet to discuss the merits of each of the candidates.
4.4.5.3.2 The full Commission by vote of those present and voting, shall select from the names of those interviewed, a person to be offered the position of Executive Director and shall determine the salary to be offered.

5. MEETINGS

5.1 Regular Meetings

Regular meetings of the Commission shall be held on the third Thursday of each month unless otherwise determined by the Commission.

5.2 Special Meetings

Special meetings may be called as often as necessary at the discretion of the Chairman, upon notice duly given to the membership.

5.3 Annual Meeting

The annual Commission meeting shall be the regular January meeting unless the Chairman sets another date for the Annual meeting, as soon as practical but not later than the regular February meeting.

5.4 Agendas for Meetings

5.4.1 The Executive Director, at the direction of the Chair, shall be responsible for the emailing or mailing of meeting agendas to the Commission members and all local town boards no later than the Friday preceding the date of the meeting.

5.4.2 The Executive Director, at the direction of the Chair, shall be responsible for providing, as necessary, reports on any agenda items; said reports shall be emailed or mailed to each Commission member at least three working days in advance of the meeting at which they are to be considered.

5.4.3 Copies of the agenda and reports, if any, shall be available at the Commission offices for the general public.

5.4.4 Any member of the Commission may, upon advanced notice to the Executive Director four working days prior to the meeting, place any item on the agenda.

6. VOTING

6.1 Majority and Quorum

The quorum of the Commission shall be at least nine (9) voting members present and, in the case of the opening of a public hearing at which testimony is taken on a development of regional impact or a district of critical planning concern, said quorum must include no less than one (1) member who is a resident of the town in which the DRI or DCPC is proposed.

6.2 Voting

With the exception of amending or adopting these by-laws (sec 10) or the removal of an officer (sec 4.3.3) all elections, adoptions, decisions or actions requiring a vote of the membership of the Commission shall be accomplished by a majority vote of the Commission members eligible to vote.

6.2.1 Scheduling of Meetings: The Executive Director shall make all reasonable efforts to schedule continued public hearings or votes on DRIs or DCPCs at such time as the members from the town in which the DRI or DCPC is located that are eligible to vote will be able to attend.

6.2.2 Voting Eligibility:

6.2.2.1 No member of the Commission who has not been present for all sessions of a public hearing at which testimony is taken on a particular DRI or DCPC, or at an adjudicatory hearing, shall be eligible to participate in any discussions, deliberations or votes thereon.

6.2.2.2 Notwithstanding section 6.2.2.1 and any general or special law to the contrary, for public hearings held for review of DRIs, and DCPCs, and for adjudicatory hearings, a member of the Commission shall not be disqualified from participating in any discussions or deliberations, or voting in a matter solely due to that member's absence from no more than a single session of a hearing made up of three or more sessions at which testimony or other evidence is taken, other than the last session of the hearing. This absence may only be for one or more of the following reasons: personal illness; personal disability; emergency, defined as a "sudden, generally unexpected occurrence or set of circumstances demanding immediate action"; military service; or geographic distance, defined as being off the Island of Martha's Vineyard. Before the final session of the public hearing, the member shall certify in writing that he or she has examined all evidence received at the missed session, which evidence shall include a video or audio recording of the missed session or a transcript thereof. The written certification shall be part of the record of the hearing. In no event may this written certification be used to create a quorum for a public hearing at which a quorum was not physically present.

6.2.3. Conflict of Interest: The members and staff of the Commission shall comply in full with the Commonwealth of Massachusetts so-called "Conflict of Interest Laws" as delineated in Chapter 268A of the General Laws.

6.2.4 Non-Resident Members: All non-resident members to the Commission may participate in any votes taken by the Commission except those votes taken on DRIs and DCPCS as provided by statute.

6.3 Meetings in General

6.3.1 Open Meeting Law: The Commission will conduct its meetings in accordance with the Massachusetts Open Meeting Law Chapter 30A, sections 11A and 11A 1/2.

6.3.1.1 All Commission meetings shall be open to the public and to the press, unless the Commission shall vote to go into Executive Session.

6.3.1.2 Such executive session may be held only for the purposes authorized under the Open Meeting Law.

6.3.2 Meeting Notices: Except in an emergency, the notice of each Commission meeting shall be posted on the MVC website, the Commission's official posting site as approved by the Attorney General, on the principal official bulletin board of the Commission, at least forty-eight hours prior to such meeting, excluding Saturdays, Sundays, or Legal Holidays. "Emergency" shall mean a situation where immediate undelayed action is deemed by the Commission to be imperative. Meeting notices shall also be sent to the Clerk of each town on Martha's Vineyard.

6.3.3 Meeting Records: The Martha's Vineyard Commission shall maintain accurate records setting forth the action taken at each meeting. A summary of all matters voted shall be made available with reasonable promptness after each meeting; provided, however, that votes taken in executive session may remain a secret so long as their publication would defeat the lawful purposes of the executive session, but no longer.

6.3.4 Voting

6.3.4.1 In any meeting requiring the vote of the Commission, the vote shall be by voice or roll-call vote, providing, however, that on issues of lesser importance the Chairman may, without objection, call for the "yeas" and "nays".

6.3.4.2 Those voting in the minority on any issue shall be entitled to file a minority report in the meeting's minutes, and such minutes shall be kept open for the Commission for five business days following the meeting to receive such report. The members shall also be entitled to staff assistance, coordinated by the Executive Director, in preparing its report.

7. INTERNAL STRUCTURE OF COMMISSION

The Commission's operations may be divided into as many divisions as necessary including the following.

7.1 Regulatory Division

The Regulatory Division will carry out the functions delineated in Chapter 831 of the Acts of 1977, as amended, regarding the protection of the land and waters of the County of Dukes County through: (1) Districts of Critical Planning Concern, and (2) Developments of Regional Impact.

7.2 Planning and Economic Development Division

The Planning and Economic Development Division will undertake regional comprehensive planning activities and extend local technical assistance and general advisory services to municipalities within, but not limited to the following areas: housing; land use; social services; transportation; economic development; open space and recreation; gaseous, solid and liquid waste management; other infrastructure; and coastal resources management; as well as certain supportive services for the Regulatory Division.

8. COMMITTEES OF THE COMMISSION

The Chair shall appoint at least the following committees.

8.1 Nominating Committee

8.1.1 The Nominating Committee shall be appointed by the Chair at the Regular Meeting in October and shall consist of one (1) member from each of the six (6) towns plus the County member.

8.1.2 The Chair of the Nominating Committee shall be selected by the members of the Nominating Committee.

8.1.3 The Nominating Committee shall review the qualifications, including length of time of the Commission and availability of members and shall recommend a slate of officers at the Regular monthly meeting in November.

8.1.4 The proposed slate shall be acted upon by the full Commission at the Regular meeting in December.

8.1.5 Nominations from the floor may be made at the Regular meeting in December prior to any vote being taken on the proposed slate offered by the Nominating Committee.

8.2 Finance Committee

8.2.1 The Finance Committee shall be appointed by the Chair of the Commission annually. The Clerk-Treasurer shall serve as the chair of the Finance Committee. Any member who wishes to participate shall be appointed.

8.2.2 The Finance Committee shall assist the Executive Director in preparing a proposed budget for each coming fiscal year and shall assist in presenting the proposed budget to the full Commission at the Regular Meeting in January of each year.

8.2.3 The Finance Committee shall assist the Executive Director in presenting the proposed budget to the local finance committees and boards of selectmen.

8.3 Land Use Planning Committee

8.3.1 The Chair of the Commission shall appoint from amongst the membership, one member who shall serve as Chair of the Land Use Planning Committee.

8.3.2 Membership on the Land Use Planning Committee shall be open to all members of the Commission.

8.3.3 It shall be the duty of the Land Use Planning Committee to function within the procedures set forth in Section 2.610 of the Regulations of the Martha's Vineyard Commission and to provide, as needed, advice and guidance to prepare applicants who may come before the full Commission with DRI applications.

8.3 Planning and Economic Development Committee

8.4.1 The Chair of the Commission shall appoint from amongst the membership, one member who shall serve as Chair of the Planning and Economic Committee.

8.4.2 Membership on the Planning and Economic Development Committee shall be open to all members of the Commission.

8.4.3 It shall be the function of the Planning and Economic Development Committee to advise the staff on various planning and economic development activities and programs as may be undertaken from time to time.

8.5 Executive Committee

8.5.1 The Executive Committee shall consist of the three (3) voting officers of the Commission plus the Chairs of the Land Use Planning Committee and the Planning and Economic Development Committee.

8.5.2 It shall be the duty of the Executive Committee to provide advice and guidance to the Chair of the Commission and shall meet at his/her call.

8.5.3 The Chair of the Commission shall serve as the Chair of the Executive Committee.

8.6 Other Committees

8.6.1 The Martha's Vineyard Commission may establish other standing or special committees from time to time as are deemed necessary to accomplish the goals, objectives and mandates of the Commission.

9. REIMBURSEMENT OF EXPENSES

Commission members and staff shall be eligible for reimbursement of all reasonable and necessary travel and other expenses for duties performed pursuant to Commission business, such as on-Island and off-Island transportation costs, meals, parking, registration fees, and hotel accommodations. Before payments by the Clerk-Treasurer, all such staff reimbursements shall be submitted in writing and authorized by the Executive Director within the limits of approved budgets or policies. All such reimbursements of expenses by Commission members shall be submitted in writing, with receipts, and authorized by the Executive Director and paid by the Clerk-Treasurer according to approved budgets or policies.

10. ADOPTION OF, AND AMENDMENTS TO, THE BY-LAWS OF THE MARTHA'S VINEYARD COMMISSION

These By-Laws may be adopted, amended or rescinded at any meeting of the Commission by a two-thirds vote of those voting, a quorum of nine being present; provided that the proposed amendment and notice of the meeting when the vote is to be taken has been sent to all members at least ten days prior to such meeting. If an amendment is proposed during a meeting, a vote on the adoption of such an amendment may not take place until the next meeting.