**Rules and Procedures**

McCordsville Advisory Plan Commission

## Article 1: Jurisdiction and Authority

1. Plan Commission Authority. The authority to review, approve, and grant the petitions and permits listed in the *Zoning Ordinance* and *Subdivision Control Ordinance* shall rest with the McCordsville Advisory Plan Commission (MPC). Where permitted, the MPC may, at its discretion, delegate such authority to the Administrative Officer, Architectural Review Committee, McCord Square Review Board, and/or Technical Advisory Committee.
2. The MPC shall have jurisdiction over all land within the established municipal boundary of the Town of McCordsville as defined by description or map in the Hancock County Recorder’s Office.
3. Administrative Officer. The Director of Planning & Building, including any staff members or other designee(s), shall act as the Administrative Officer and shall have the principal responsibility for the administration and enforcement of the *Zoning Ordinance* and *Subdivision Control Ordinance*. Their duties shall include, but not be limited to:
	1. Improvement Location Permits (ILP). Receiving, approving, or disapproving all Improvement Location Permits and keeping permanent records of applications made and actions taken. An ILP, also referred to as a building permit, is a permit for the erection, alteration, or repair of any structure.
	2. Inspections. Conducting inspections of structures and properties to determine compliance with the requirements of the *Zoning Ordinance,* *Subdivision Control Ordinance,* and all approvals granted by the MPC, Architectural Committee, Plat Committee, Town Council, or other body in the execution of its duties as established by the *Zoning Ordinance,* *Subdivision Control Ordinance,* and Indiana State Code.
	3. Record Keeping. Maintaining permanent and current records documenting the application of the *Zoning Ordinance* and *Subdivision Control Ordinance* including, but not limited to, all maps, plats, amendments, and petitions.
	4. MPC Applications. Receiving, processing docketing, and referring to the MPC all appropriate applications.
	5. Committee Applications. Receiving, processing, docketing, and referring to the Architectural Committee, Plat Committee, and/or the Technical Review Committee all appropriate applications.
	6. Clerical & Technical Assistance. Providing all such clerical and technical assistance as may be required by the MPC, Architectural Committee, Plat Committee, Technical Review Committee, Town Council, or other body in the execution of its duties as established by the *Zoning Ordinance, Subdivision Control Ordinance,* and Indiana State Code.
4. Administrative Officer’s Right of Referral. The Administrative Officer may, at their discretion, refer applicants for permits and petitions to the MPC for review and approval.

## Article 2: Membership

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| **Membership of the Advisory Plan Commission** |
| **Member** | **~~Appointment~~ Appointed By** | **Initial Term** | **Qualifications** |
| 1 | Town Council~~, Town Official, or Town Employee~~ | Coextensive with the terms of office ~~or employment,~~ or until another member is appointed to serve | Elected or appointed municipal official or employee of the municipal government |
| 2 | Town Council~~, Town Official, or Town Employee~~ | Coextensive with the terms of office ~~or employment,~~ or until another member is appointed to serve | Elected or appointed municipal official or employee of the municipal government |
| 3 | Town Council~~, Town Official, or Town Employee~~ | Coextensive with the terms of office or employment, or until another member is appointed to serve | Elected or appointed municipal official or employee of the municipal government |
| 4 | Town Council President - Citizen Member | January 10, 2023 | December 31, 2023 | A resident of the MPC's jurisdiction ~~or a resident of Hancock County and owns property within the MPC's jurisdiction~~ |
| 5 | Town Council President - Citizen Member | January 10, 2023 | December 31, 2024 | A resident of the MPC's jurisdiction ~~or a resident of Hancock County and owns property within the MPC's jurisdiction~~ |
| 6 | Town Council President - Citizen Member | January 10, 2023 | December 31, 2025 | A resident of the MPC's jurisdiction ~~or a resident of Hancock County and owns property within the MPC's jurisdiction~~ |
| 7 | Town Council President - Citizen Member | January 10, 2023 | December 31, 2026 | A resident of the MPC's jurisdiction ~~or a resident of Hancock County and owns property within the MPC's jurisdiction~~ |
| ~~Advisor~~ | ~~Hancock County Advisory Plan Commission~~ | ~~Coextensive with the terms of membership, or until another member is appointed to serve~~ | ~~Member of the Hancock County APC~~ |

1. Composition. The MPC shall consist of seven (7) members as prescribed by IC 36-7-4-207(b):
	1. Appointments by the Municipal Legislative Body: The McCordsville Town Council shall appoint three (3) persons as members, who must be elected or appointed municipal officials or employees in the municipal government.
		1. Qualifications for Town Official or Employee Members:
			1. Term for Elected or Appointed Officials. The term for members who are elected or appointed municipal officials is coextensive with the member’s term of office on that body, board, or council, unless that body, board, or council appoints another to serve as its representative (IC 36-7-4-217).
			2. Term for Employees. The term for members who are municipal employees is coextensive with the member’s employment unless the Town Council appoints another to serve as its representative.
	2. Appointments by the Municipal Executive: The President of the McCordsville Town Council shall appoint four (4) citizen members, of who no more than two (2) may be of the same political party. Each citizen member shall be appointed because of the member’s knowledge and experience in community affairs, the member’s awareness of the social, economic, agricultural, and industrial problems of the area, and the member’s interest in the development and integration of the area. A citizen member may not hold other elective or appointive office in municipal, county or state government. A citizen member must be a resident of the jurisdictional area of the MPC (IC 36-7-4-216).
		1. Term for Initial Establishment of MPC. One (1) citizen member shall initially be appointed for a term of one (1) year; one (1) citizen member shall initially be appointed for a term of two (2) years, one (1) citizen member shall initially be appointed for a term of three (3) years, and one (1) citizen member shall initially be appointed for a term of four (4) years.
		2. Term after Initial Establishment of MPC. Citizen members shall serve a term of four (4) years after the initial establishment of the MPC (IC 36-7-4-218)
	3. The Hancock County Area Plan Commission may appoint a designated representative from its body to serve as an advisor to the MPC (IC 36-7-4-213).
2. Certification. The clerk of the Town Council shall certify members appointed by their respective bodies, and the Town Council President shall certify their appointments. The certificates shall be sent to and made a part of the records of the MPC (IC 36-7-4-212).
3. Removal of Members. Members may be removed from the MPC by the respective appointing authority prior to the end of their term for failure to appear at three (3) consecutive, regularly scheduled MPC meetings, and/or at the discretion of the those having the power to Appoint.

## Article 3: Duties and Powers

1. The following duties should be interpreted as activities that are obligations of the MPC (IC 36-7-4-401, 402, and 405):
	1. Prescribe the qualifications of, appoint, remove, and fix the compensation of the employees of the Commission, consistent with the compensation fixed by the Town Council.
	2. Supervise and make rules for the administration of the affairs of the commission;
	3. Prescribe uniform rules pertaining to investigations and hearings;
	4. Keep a complete record of all proceedings;
	5. Record and file all bonds and contracts and assume responsibility for the custody and preservation of all papers and documents of the Commission;
	6. Prepare, publish, and distribute reports, ordinances, and other material relating to the activities authorized by Indiana State Code;
	7. Adopt a seal;
	8. Certify all official acts;
	9. Supervise the fiscal affairs of the Commission;
	10. Prepare and submit an annual budget in the same manner as other departments of municipal government, and be limited in all expenditures to the provisions made for the expenditures by the fiscal body of the municipality;
	11. Make recommendations to the Town Council or other bodies concerning:
		1. The adoption of the comprehensive plan and amendments to the comprehensive plan;
		2. The adoption or text amendment of: an initial zoning ordinance, a replacement zoning ordinance, and a subdivision control ordinance;
		3. The adoption or amendment of a PUD district ordinances; and
		4. Zone map changes.
	12. Render decisions concerning plats, replats, and amendments to plats of subdivisions;
	13. Name and rename streets;
	14. Render decisions concerning development plans and amendments to development plans unless otherwise delegated.
	15. All additional duties as established by Indiana State Code.
2. Powers. The following powers should be interpreted as activities that are optional and may be initiated by the MPC within their jurisdiction pursuant to Indiana State Statute:
	1. Establish advisory committees as necessary, composed of specific members, and organized for specific purpose;
	2. Establish an executive committee;
	3. Seek funding assistance through grant programs and donations as necessary;
	4. Establish a schedule of fees to be approved by the Town Council to defray the administrative costs of the official action of the Commission;
	5. Appoint and fix the duties of the secretary;
	6. Contract for special or temporary services and professional counsel;
	7. All additional powers as permitted by Indiana State Code.

## Article 4: Actions and Decisions

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| **Approval Authority** |
| **Application Type** | **~~Staff~~ Administrative Officer** | **TAC** | **ARC** | **MPC** | **Town Council** |
| Zoning Map Amendment (Rezone) | ~~Review~~ Recommendation | Review |   | Recommendation | Final Decision |
| Zoning Text Amendment | ~~Review~~ Recommendation | Review |   | Recommendation | Final Decision |
| Annexation | Review |   |   | Recommendation | Final Decision |
| PUD ~~Preliminary Plan~~ Ordinance | Review | Review | Architectural Recommendation | ~~Review~~ Recommendation | Final Decision |
| ~~PUD Final Plan~~ | ~~Review~~ |  |  | ~~Review~~ | ~~Final Decision~~ |
| Development Plan Review - Single Family Residential Land Use | Final Decision | Review |   |   |   |
| Development Plan Review - All Other Land Use | Review Recommendation | Review  |   |   |   |
| Architectural Review | Review |   | Final Decision |   |   |
| Primary Plat | ~~Review~~ Recommendation | Review |   | Final Decision |   |
| Secondary Plat | Final Decision | Review |   | ~~Final Decision~~ | Acceptance & Dedication |
| PUD Minor Modification | Final Decision | Review |   |   |   |
| Subdiivision Control Waiver | Recommendation | Review |   | Final Decision |   |

1. Quorum. A quorum is a majority of the full membership of the MPC.
2. Official Action. Action of the MPC is official when concurred by a majority of the full membership.
3. Tie Votes. When a vote of the MPC results in a tie, the matter may be resolved by:
	1. A motion to reconsider the matter and followed by a re-vote; or
	2. Re-docketing the matter for the next regularly scheduled meeting of the MPC.
4. Indecisive Vote. In any case where a vote of the MPC does not result in official action, the petition shall be automatically re-docketed for the next regularly scheduled meeting of the MPC.
5. Continuance. A continuance may be requested for sufficient cause by the petitioner, by an interested party, the Administrative Officer, or a member of the MPC. It shall be within the discretion of the MPC to grant or deny any request for continuance. Re-notification shall not be required if a petition is continued at a properly noticed public hearing/meeting to a specified future hearing/meeting date of the MPC.
	1. Continuance Request by the Petitioner. A request for continuance by the petitioner may be filed in writing prior to the MPC’s hearing/meeting or made orally at the beginning of the MPC meeting, or at any time during the hearing/meeting until the time a vote has been ordered by the President or chairperson presiding at the meeting. The first continuance request by a petitioner for a petition shall be automatically granted by the MPC.
	2. Continuance Request by an Interested Party. A request for continuance by an interested party may be filed in writing prior to the MPC’s hearing/meeting or made orally at the beginning of the MPC meeting. For purposes of a public hearing, an “interested party” is any individual whose right to use, acquire, or enjoy property is or may be affected by action taken by the MPC.
	3. Continuance Request by a Member of the MPC. A member of the MPC may make a motion of continuance for consideration by the MPC orally at any time during the hearing/meeting until the time a vote has been ordered by the President or chairperson presiding at the meeting.
	4. Continuance Request by the Administrative Officer. A request for continuance by the Administrative Officer may be filed in writing prior to the MPC’s hearing/meeting or made orally at the beginning of the MPC meeting, or at any time during the hearing/meeting until the time a vote has been ordered by the President or chairperson presiding at the meeting.

If a continuance is granted by the MPC after a petition is introduced and a public hearing held, any member of the MPC not present at the meeting where the continuance is granted may not vote on the petition at the subsequent meeting unless the public hearing is re-opened and all information is presented again to the MPC.

1. Withdrawal of Petitions.
	1. No petition may be withdrawn by the petitioner after a vote has been ordered by the President or chairperson presiding at the meeting.
	2. A petition which has been withdrawn by the petitioner shall not again be placed on the docket for consideration by the MPC within a period of ninety (90) days from the date of withdrawal, except upon a motion by a MPC member to permit re-docketing and approved by the unanimous vote of the quorum present.
2. Dismissal. The MPC may dismiss a case for want of prosecution or for lack of jurisdiction.

## Article 5: Meeting Schedule

1. Calendar of Meetings and Filing Dates. The Administrative Officer shall maintain an annual Calendar of Meetings and Filing Dates for the Technical Advisory Committee, , Architectural Review Committee, and Plan Commission. The existence of this calendar shall not be interpreted as prohibiting special meetings of the Committees or MPC.
2. Coordination of Calendars. The calendars of the Technical Review Committee, , and MPC shall be coordinated to ensure the efficient processing of applications.
3. Compliance with Indiana State Code. All meeting and filing dates shall be based on the requirements of the *Zoning Ordinance, Subdivision Control Ordinance,* and the laws of the State of Indiana.
4. Approval of Dates. The Calendar of Meetings and Filing Dates shall be prepared by the Administrative Officer and approved by the MPC, wherein the MPC shall be responsible for approving a coordinated calendar for the Technical Review Committee and the Plat Committee.
5. Maintenance. The Calendar of Meeting and Filing Dates shall be reviewed and updated annually by the Administrative Officer and posted on the town’s website.

## Article 6: Petition Hearing Procedures

1. Order of Business. The MPC shall follow the following order of business:
	1. Call to Order
	2. Agenda Consideration
	3. Minutes
	4. Public Notice Confirmation
	5. Old Business.
		1. Public hearings on petitions
		2. Other petitions for consideration
		3. Other business
	6. New Business
		1. Public hearings on petitions
		2. Other petitions for consideration
		3. Other business
	7. New Business from the Floor
	8. Announcements
	9. Adjournment
2. Procedure for Petition Consideration. Each petition before the MPC shall generally be allotted time for the presentation of evidence, comments, and questions at the public hearing. The President (or presiding member) shall have the authority to extend the time periods specified below where appropriate, unless otherwise directed by a majority of the quorum present.
	1. Introduction. The President shall introduce the petition and open it for discussion.
	2. Staff Presentation. The Administrative Officer shall present the basic facts of the petition, including, but not limited to: the location, type of request, and procedural process. The Administrative Officer may choose to provide the staff recommendation at this time, or choose to provide the recommendation following the petitioner’s presentation and public hearing.
	3. Presentation and Discussion of Support. The petitioner shall have a total of ten (10) minutes for the presentation of their petition, including those in support of the petition.
	4. Public Discussion.
		1. Discussion of Opposition or Neutrality. Persons in opposition of or neutral on the petition shall each be granted two (2) minutes to present evidence, comments, and questions relevant to the matter being considered. The President or presiding member may choose to limit the total time of those in opposition or neutral on the petition.
		2. Closing Remarks by Petitioner. The petitioner shall have a total of five (5) minutes for closing remarks as well as responding to the presentation of evidence, comments, and questions by persons in opposition.
	5. Discussion of MPC. The President shall close the public discussion portion of the hearing and call for questions and comments from members of the MPC and McCordsville staff members. The President or presiding member may ask follow-up questions of the public and/or petitioner at their discretion.
	6. Call for Vote.
		1. The President shall call for a motion and a second on the case being heard.
		2. The President shall call for discussion.
		3. The President shall do a role call for a vote on the motion. The call for the member casting the first vote shall rotate after each petition.
3. Meeting Limitations. No petition shall be introduced for consideration after 10:00pm, unless the Commission, by majority vote, agrees to allow a petition to be introduced after 10:00pm. Agenda items remaining on the agenda shall be automatically placed at the beginning of the agenda at the next regularly scheduled meeting of the MPC.

## Article 7: General Meeting Conduct and Procedures

1. Orderly Conduct. Every person appearing before the MPC shall abide by the order and direction of the President. Discourteous, disorderly, or contemptuous conduct shall be regarded as a breach of the privileges and shall be dealt with as the President deems fair and proper.
2. Appearance at Meetings. Any party may appear in person or by representative (person, agent, attorney, etc) at MPC meetings. A representative may testify to the facts that he has particular knowledge of that relate to the issues of the petition. In so testifying, the representative shall be subject to cross-examination and questions.
3. Contacting Members. No person (including applicants, remonstrators, and others) may communicate with any member of the MPC before a hearing with the intent to influence the member’s action on a matter pending before the MPC.
4. Basis for Decisions. Actions of the MPC shall be based upon:
	1. Information made part of the permanent record;
	2. The information submitted at the meeting and made part of the permanent record;
	3. The testimony received at the meeting and made part of the permanent record;
	4. The applicable ordinances that are in effect and relevant to the petition (i.e. *Zoning Ordinance*, *Subdivision Control Ordinance*).
5. Site Visit. Members shall have the right to inspect land involved in any petition to be heard by the MPC either individually or jointly. No more than three (3) members shall inspect the subject land at any one time.
6. Conflict of Interest. A member of the MPC shall have a conflict of interest with regard to a petition if they, or a family member, have financial interest in a subject property or petition or own (individually or jointly) property close enough to a subject petition to receive written notice. The member shall not sit as a member of the MPC, participate in the discussion, nor shall they vote on the particular petition.
7. Record of Hearing. The Administrative Officer shall manage files and maintain a record of all petitions, hearings, and meetings of the MPC. Copies of such record of any hearing may be ordered by any party, and cost thereof shall be paid by the party ordering such copy or copies in accordance with the adopted fees.
8. Public Notice Confirmation. The Plan Commission president shall ask if there is anyone present wh believes they should have received a public notice regarding an item on the agenda, but did not receive such notice.

## Article 8: Filing of Petitions

1. Policy.
	1. Prior Code Violation Resolution. A petition or permit application may not be filed for a property that has a previously documented and unresolved code violation until the violation has been resolved. However, the Administrative Officer may allow the filing of a petition application or permit application if it is shown that it will directly contribute to the resolution of the violation.
	2. Adverse Decision. A petition that receives an adverse decision from the MPC or Town Council may not be re-filed for a period of one (1) year from the date of the adverse decision. The Administrative Officer shall determine if a new petition significantly differs from the previous petition that received the adverse decision.
2. Filing Required Prior to Hearing.
	1. Petitions for Consideration. All applications for consideration or recommendation shall be filed in accordance with the proper forms adopted by the MPC, in the required numbers, and in the required form, by the prescribed filing deadline.
	2. Incomplete Applications. If the Town Official finds that the application or submittal is insufficient, not in accordance with the proper forms, or not in compliance with the adopted ordinances, said petition shall be considered “incomplete” and shall not be accepted until such time as it becomes complete.
3. Attendance at Hearing Required. All applicants, petitioners, or designated representatives, shall attend the public hearing in person to present the application or petition, to answer questions from the MPC, and to make rebuttal or answer questions to remonstrators. Failure to meet this requirement will result in the dismissal of the petition.
4. Filing on MPC Forms. Any communication purporting to be an application not on forms furnished by the MPC or not containing the information called for on said forms, shall be regarded as a mere notice of intention to file and shall be of no force or effect until it is made on and in the form required. All application forms, including the instructions therewith, are hereby declared to be a part of these written *Rules and Procedures*.
5. Filing Fee. The petitioner shall pay the appropriate filing fee within seven (7) business days of being invoiced by the Town to cover expenses of processing the petition. The amount of fees shall be in accordance with the fee schedule as adopted by the Town Council.

## Article 9: Public Notice

1. Notice Requirements. Notice of petitions or cases to be heard by the MPC shall be given to all interested parties or property owners in the following manner:
	1. Newspaper. Notice by publication shall be given by the petitioner at least ten (10) days prior to the scheduled hearing. Proof of publication affidavit from the publisher shall be submitted at least three (3) days prior to the hearing.
	2. Notice by Mail. Written notice shall be given by the petitioner at least ten (10) days prior to the scheduled hearing in the MPC’s prescribed form, by certificate of mailing or certified mail post marked at least ten (10) days prior to the hearing. Receipts and the Affidavit of Mailing shall be submitted at least three (3) days prior to the hearing.
	3. On-site Notification. A public hearing sign(s) shall be posted on-site for ten (10) continuous days prior to the hearing. The sign(s) shall be posted so that it is visible from the street(s). A waiver may be requested from the MPD at the time of the hearing if the sign was not posted for the required ten (10) consecutive days.
	4. Interested Parties. For the purpose of written notice by certificate of mailing, “interested parties” shall be defined as property owners within six hundred and sixty (660) feet or two (2) properties, whichever is less, in all directions from the property that is the subject of the petition. Additionally, written notice shall be sent to owners of the properties that are the subject of the petition, unless said owners are the petitioner or have granted written consent for the petitioner in the MPC’s prescribed form. Additionally, any establish and active Homeowners’ Association (HOA) for a platted residential subdivision, which has any lots, within the above noted parameters, shall receive notice, even if common area is not within the above noted parameters, so long as the Town staff is able to use reasonable methods to secure a mailing address for the HOA.
	5. Town Municipal Website. The Town shall post each month’s agenda to the Town’s website no later than forty-eight (48) hours prior to the meeting.

## Article 10: Docketing of Cases

1. Docketing of Cases. Each case shall be filed in proper form, with the required date, numbered serially and placed on the docket by the Administrative Officer. The terms of the MPC being the calendar year the docket numbers shall begin anew on January 1st of each year, and shall be hyphenated with the number of the year and the initial indicating the character of the case.
2. Order of Hearing Cases. On the date set for hearing, cases shall come before the MPC either in the regular order of their consecutive numbers, grouped by similar petitions, or ordered as determined is most efficient by the Administrative Officer in setting the meeting agenda. Provided, however, cases re-docketed following an indecisive vote of the MPC shall be heard at the beginning of the hearing, before the regularly docketed cases.
3. Agenda Limitations. In preparing the docket for each public hearing of the MPC the cases scheduled shall be limited to a reasonable number as determined by the Administrative Officer.

## Article 11: Officers, Plan Commission Records

1. Officers of the MPC.
	1. President. A President shall be elected at the first regular meeting of the MPC in each calendar year. The President shall preside at all MPC meetings. Meetings shall be held at the call of the President or at other times which the MPC deems necessary.
	2. Vice President. A Vice President shall be elected in the manner prescribed for the President and shall have the authority to act as President during the absence or disability of the duly elected President.
	3. Secretary. The Administrative Officer shall serve as the Secretary of the MPC. A Secretary shall be elected in the manner prescribed for the President who shall maintain responsibility with the Administrative Officer, for all records and correspondence for the MPC. They shall cause minutes of the MPC meeting to be maintained in permanent volume, notice to be served of all public hearings and notification to be served to all members of all meetings. The Secretary, subject to the direction of the President shall record all important facts pertaining to each meeting and hearing, all resolutions acted upon by the MPC, and all votes of members of the MPC upon any resolution or upon the final determination of any questions, indicating the names of any members absent or facility to vote.
	4. In the absence of both the President and Vice-President, a chairperson shall be selected from the legal voting quorum present at the meeting.
	5. A Recording Secretary may be used for keeping and transcribing minutes of regular or special meetings of the MPC.
2. Presiding Officer. The Presiding Officer shall decide all points of order of procedure in accordance with these rules, unless otherwise directed by a majority of the quorum present.
3. Recorded Vote. In all cases heard by the MPC, the vote shall be recorded in the minutes of the meeting.
4. Agenda Preparation and Distribution. The Administrative Officer shall be responsible for the preparation and distribution of an agenda for each meeting of the MPC. Agendas shall be distributed prior to the hearing to members of the MPC, legal counsel, and the press. Other interested or affected parties may request agendas.
5. Open Door Law. In compliance with the Indiana Open Door Law, the MPC shall limit its official actions to those matters shown on the official agenda for any specific meeting. Action on matters brought-up from the floor under new business or old business shall be subject to the discretion of the MPC and its legal counsel.

## Article 12: Amendments of Rules and Procedures

1. Amendment of Rules and Procedures. Amendment to these Rules and Procedures may be made by the MPC only upon the affirmative vote of a majority of the full membership of the MPC.
2. Proposed Amendments: Any amendment to these rules must be presented at least one meeting prior to the meeting a vote is held to amend the Rules.
3. Suspension of Rules of Procedure. The suspension of any rule of procedure may be ordered at any meeting of the MPC by unanimous vote of those members present.

## Article 13: Adoption and Amendment History or Rules and Procedures

1. Adopted: February 15, 2011
2. Amended: August 21, 2012 – residency requirements in accordance with IC-7-4-216
3. Amended: May 16, 2017 – various updates
4. Amended: March 21, 2023 – various updates

## Attest:

 President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Date

 Vice-President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Date

 Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Date