

BYLAWS
OF
THE VILLAGE OF NORTH BRANCH PLANNING COMMISSION

(As of October 10, 2008)
APPROVED WITH AMENDMENTS 5/20/09

Article 1 – NAME

The name of this Commission shall be the Village of North Branch Planning Commission.

Article 2 – PURPOSE

The general purpose of the Village of North Branch Planning Commission shall be to guide and promote the efficient, coordinated development of this Village in a manner which will best promote the health, safety and general welfare of its people. The Planning Commission shall consider all matters referred to it by the Village Council and/or under State Statute or Village Ordinance.

Article 3 – CREATION

The Planning Commission was created pursuant to Resolution adopted February 2, 1978, by the Village Council, as authorized by Act 33, of Michigan Public Acts of 2008, as amended.

Article 4 – COMPOSITION AND TERM

The Commission shall consist of seven (7) representing, insofar as it is possible, different professions or occupations, who shall be appointed by the Village President, subject to the approval by a majority vote of the Village Council. All members of the Commission shall hold no other Village office, except that one (1) such member shall be an ex-officio member who shall be either the Village President or a member of the Village Council and one of the planning commission members shall be an ex-officio member who shall be a Village administrative official.

The term of each member shall be three (3) years, except that three (3) members of the first Commission to be so appointed shall serve for the term of one year, three (3) members for a term of two years, and three (3) members for a term of three years.

Article 5 – OFFICERS

Section 1. The officers of the Planning Commission shall consist of a Chairperson, Vice Chairperson and Secretary for terms of one (1) year. The ex-officio members may not serve as the chairperson of the planning commission.

Section 2. The Chairperson shall preside at all meetings and hearings of the Planning Commission, prepare the agenda of regular and special meetings, and shall have the duties normally conferred by parliamentary usage on such officer. He or she shall have the privilege of discussing all matters before the Commission and to vote thereon. The Chairperson may appoint such committees and subcommittees as he or she deems necessary.

Section 3. The Vice Chairperson shall act for the Chairperson in his or her absence.

Section 4. The Secretary shall keep the minutes and records of the Commission, provide notice of meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such other duties as are normally carried out by a Secretary.

Section 5. The Chairperson and Secretary shall execute documents in the name of the Planning Commission.

Article 6 – MEETINGS

Section 1. Regular meetings shall be held on a monthly basis or as adopted by resolution and publicly posted by January of each year.

Section 2. Special Meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call such a meeting when requested to do so in writing by two (2) or more members of the Commission. The Planning Commission Secretary shall give 48-hour written notice to all members and post notice as required by the Open Meetings Act and the Michigan Planning Enabling Act. The notice of such meeting shall specify the time, place, and purpose of such meeting, and no other business may be considered.

Section 3. As provided by statute, all meetings, Regular and Special, including study sessions and subcommittee meetings, shall be open to the public. In the event that there is a formally scheduled public hearing on a specific matter, then any member of the public shall be given an opportunity to be heard on relevant matters concerning the subject of the hearing. The opportunity of each member of the public to be heard on any matter not scheduled, or on any separate item of scheduled business, shall be limited to a time of three (3) minutes, unless this time is extended by the Chairperson. No member of the public shall speak twice on the same subject matter, unless specifically authorized by the Chairperson.

Section 4. In the event a regular meeting falls upon a holiday, such meeting shall be canceled or rescheduled at the discretion of the Commission.

Section 5. Any Commission member absent from three (3) consecutive regular meetings without a valid excuse shall be reported to the Village Council for replacement, at the discretion of the Council, according to provisions of Act 33, of Public Acts of 2008, as amended.

Article 7 – RULES

Section 1. A quorum consists of four (4) members of the total Commission, and an affirmative majority vote of members present shall be necessary to pass any motion unless otherwise required by State Statute.

Section 2. Conduct of a regular meeting shall include the following order of business:

1. Call to order.
2. Roll call.
3. Approval of minutes of prior meeting(s).
4. Comments from the floor, as permitted by the Chairperson, on agenda or non-agenda matters.
5. Old Business.
6. New Business – Public Hearings.
7. Communications/Reports.
8. Adjournment.

It shall be the prerogative of the Chair to vary the above order.

Section 3. These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the members of the Commission, providing the proposed changes have been read at a preceding regular meeting.

Section 4. Official action on any matter for which a public hearing is held shall not be taken at the public hearing meeting, unless three-fourths (3/4) of the Commission members present agree by roll call vote to bring the matter to vote.

Section 5. All proceedings, decisions and resolutions shall be initiated by motion. The vote upon motions and resolutions shall be recorded. A roll call vote shall be mandatory for motions resulting from public hearings and on all recommendations to the Village Council.

Section 6. The Planning Commission shall require such information necessary to accurately describe such matters as are brought before it for its consideration, such as surveys, plans, property descriptions, as well as legal information. In the event that sufficient data has not been furnished, the Commission shall table the matter until such a time as the required information has been submitted. Such time shall not exceed two months from the original request unless specifically extended by the Commission. At the expiration of this time limit, if such information has not been submitted, the matter shall be placed on the agenda for action. A letter shall be sent by the Village Clerk indicating action shall be taken at its next meeting.

Section 7. These rules of procedure shall govern the conduct of all meetings conducted by the Commission. Whenever a question of parliamentary procedures arises that is not covered by the adopted rules of the Commission, Roberts Rules of Order Revised or the Chair's discretion shall then govern.

Article 8 – ANNUAL REPORT

The Planning Commission shall, not later than March of each year, make a report to the Village Council of the work of the Planning Commission during the preceding year.

Article 9 – CAPITOL IMPROVEMENT PROGRAM

The Planning Commission shall, not later than March of each year, provide a capitol improvements program to the Village Council of items which are necessary to help implement the Village's Master Plan.

Article 10 – PROJECTS

The Planning Commission shall, not later than March of each year, provide a list of projects or programs which it desires to accomplish in the forthcoming year.