

**CITY OF PLAINWELL
Planning Commission
Rules and Procedures**

As revised November 5, 2008

Section 1 - Authority:

The City of Plainwell Planning Commission is a duly appointed body in accordance with the provisions of Act 33 of 2008, as amended, MCL 125.3801 *et seq.*, and the Charter of the City of Plainwell.

Section 2 - Membership:

Pursuant to the applicable Public Acts, and consistent with the requirements of Chapter 14 of the Plainwell Code, the Planning Commission shall consist of seven (7) members being residents of the City of Plainwell and shall consist of (1) member of Council to be selected by it members as ex-officio and six (6) persons who shall be appointed by the Mayor.

Section 3 - Meeting Time and Place:

The Planning Commission shall meet on the first and third Wednesdays of each month at 7:30 PM in the council Chambers of Plainwell City Hall. The meetings of the Planning Commission shall be public meetings. Opportunities for comment from the general public shall be specifically provided at each meeting.

Section 4 - Annual Meeting:

The Planning Commission shall hold an Annual Meeting during the first week in August each year. At the Annual Meeting, the Commission shall from its appointed members pick a Chairman, Vice Chairman, Secretary and other officers as may be deemed necessary. The Council Representative shall not hold office.

Section 5 - Officers:

The Chairman (or Vice-Chairman in the absence of the Chairman) shall preside at all meetings of the Commission. The Chairman shall be considered a first among equals, having no superior authority or vote in the actions taken by the Commission.

Section 6 - Quorum:

A majority of the current members of the Commission shall constitute a quorum.

Section 7 - Voting Procedure:

A quorum being present, a simple majority of those voting shall be required for the adoption of a general motion. In any case, a minimum of four Commissioners must vote in support or opposition to any general motion for said motion to be finally determined.

Section 8 - Method of Calling a Special Meeting:

If during a regular meeting, it is determined that extra or special meeting are warranted, it shall be so moved, supported and must receive a majority vote of the members present, to schedule.

Special meeting of the Commission may be called by the Secretary on the request of the Chairman, or any two members of the Commission on eighteen (18) hours notice to each member of the Commission, designating the purpose of such meeting, and served personally or left at their usual place of residence by the Secretary or someone designated by him. Notice of such meeting including time, date, place and topic shall be posted in accordance with statute.

Section 9 - Membership Responsibility:

Each member of the Planning Commission shall be responsible for the following:

- a) Attendance at all regularly scheduled meetings of the Commission. Should a member be unable to attend this scheduled meeting, the member shall contact the Chairman or City Administrative staff before 12:00 noon on the day of the meeting.

Should a member be absent from three (3) consecutive meetings, the Chairman will contact the member, ascertain the reason for said absences and report the findings to the Commission. The Commission will take appropriate action to retain or replace the member.

- b) Each member of the Commission who shall be recorded as present at any meeting, shall be required to vote on all questions cited by the Commission at such meeting unless excused by three (3) of the members present or any case where the matter personally affects the member not voting. Any member not excused can be considered in violation of these rules when so determined by the Commission.
- c) To be familiar with the subject matter of the meeting, the actions taken at previous meetings and timely preparation and submission of assigned projects or research material.
- d) The fundamentals of parliamentary procedure with respect to making motions, supporting the motion, etc.
- e) To become familiar with the variety of background information necessary to contribute to a Planning Commission. This includes but is not limited to an understanding of all levels of government, land use planning, zoning, plan review standards, and other functions of the Commission.

Section 10 – Conflict of Interests:

For purposes of these Bylaws, a conflict of interest is a direct personal or financial interest in a matter before the Planning Commission that is not generally shared by members of the community. Knowingly voting upon any matter in which a member has a conflict of interest shall constitute malfeasance in office.

Section 11 - Amendments:

These rules as adopted shall be effective for the term of the Commission and may be amended by a two-thirds vote of the Commission.

ADOPTED: March 03,1983
Amended: July 1994 (Section 2 Membership)
Amended: August 1995 (Section 4 Annual Meeting)
Amended: December 28,1998 (Section 2 Membership)
Amended: November 5, 2008