

## PLANNING COMMISSION PROCEDURES AND BYLAWS

### ***Article I Name and Area***

**Section 1.** This Planning Commission shall be known as the City of Munising Planning Commission.

**Section 2.** The area served by the City of Munising Planning Commission shall be the entire City.

### ***Article II Purpose***

The purpose of the City of Munising Planning Commission shall be to serve as a City land use survey and planning body for City of Munising, and in particular, to take care of the needs of the general development of the City.

### ***Article III Membership***

The members in the City Planning Commission shall be by appointment and approval of the City Commission. Membership shall be maintained at seven (7) members appointed from all geographical areas and occupations of the City.

The member representing the City of Munising Commission shall maintain liaison with the City of Munising City Commission. Such member may not hold office in the Planning Commission.

### ***Article IV City Planning Commission Meetings***

**Section 1.** The Planning Commission shall meet in accordance with the Michigan Open Meetings Act and all other State and local laws.

**Section 2.** Special meetings will be held at the call of the Chair.

**Section 3.** City of Munising Planning Commission meetings shall be open to the public.

**Section 4.** A quorum at any regular or special meeting shall consist of four (4) official members of the City of Munising Planning Commission

**Section 5.** A member who misses three (3) consecutive regular meetings, or a total of four (4) regular meetings in any 6-month period is subject to replacement. A statement to effect will be included in the appropriate meeting minutes to notify the City Supervisor of the vacancy. A letter of notification will be sent to the replaced member, a copy of the letter is to be sent to the City Commission.

**Section 6.** Voting – Every member who shall be present when a question is last stated by the Chair shall vote for or against the motion unless (1) excused by unanimous consent of 2 Planning Commission Procedures and Bylaws the Planning Commission members present or (2) the member is financially interested in the question.

### ***Article V Duties of the Executive Committee***

**Section 1.** Zoning Administrator or their designee shall prepare agendas for monthly meetings and make necessary arrangements for special and monthly meetings.

***Article VI Officers***

The officers of the City of Munising Planning Commission shall consist of a Chair, Vice-Chair, **and** Secretary. The Executive Committee shall consist of Chair, Vice-Chair, and Secretary. Said officers shall be elected by the City of Munising Planning Commission from among its members, at its January Meeting, and shall serve for a period of one year.

***Articles VII Duties of Officers***

Section 1. Chair The Chair shall be executive officer of the City Planning Commission and shall preside at its meetings and meetings of the Executive Committee. The Chair shall appoint with the consent of the Planning Commission all committees, or advisory committees or councils established by the Planning Commission. The Chair shall be an ex-officio member of all committees. The Chair shall have a vote upon all resolutions as a Planning Commission member or members of the Executive Committee.

**Section 2. Vice-Chair**

A. In the event of the office of Chair shall become vacant by death, resignation or otherwise, the Vice-Chair shall become Chair, for the unexpired term of this office.

B. In the event of the absence of the Chair or his/her inability to discharge the duties of his/her office, such duties shall, for the time being, evolve upon the Vice-Chair.

**Section 3. Secretary**

The Secretary shall attend all meetings of the Planning Commission and the Executive Committee and record the minutes of such meetings. The Secretary shall keep a public record of the Planning Commissions resolutions, transactions, findings, and determinations. The City Clerk shall have custody of the official record (minute) books of the Planning Commission.

***Article VIII Fiscal***

The fiscal year of the City of Munising Planning Commission shall be July 1 to June 30 of each year. The Chair or his or designee shall prepare an annual budget to be presented to the City Commission for their approval.

***Article IX Reports***

The City of Munising Planning Commission shall issue an annual report and such other reports as it deems desirable, of its progress and recommendations to the City Board, and upon request of the City Commission, shall make such other reports as the City Commission may require.

***Article X Amendments to By-Laws***

These rules of procedure, in whole or in part, may be altered, amended, added to or repealed by a majority of the Planning Commission Members at any regular or special meeting provided that notice of the proposed alterations, amendments or repeal shall be submitted by mail or electronically to all members of the Planning Commission at least 15 days before the regular or

special meeting of the Commission.

***Article XI Rules of Order***

For meetings of the City Planning Commission, the rules of parliamentary practice comprised in Robert's Rules of Order Newly Revised shall govern in all cases in which they are not inconsistent with the standing rules and orders of the City of Munising Planning Commission and not contrary to any laws of the State of Michigan.

See attached Public Participation Policy. (Adopted 9-28-2020)

***Article XII Information***

The City Planning Commission is authorized to make use of the expert advice and information which may be furnished by appropriate federal, state, county and municipal officials, departments and agencies having information, maps and data pertinent to City planning.

***Article XIII Agenda and Packet***

Materials to be included on the agenda or in the packet for Planning Commission consideration will be accepted from the public until 12 p.m. on the Friday preceding the regular or special meeting of the Commission.

Public Comment will be accepted from the public until 12 p.m. on the Tuesday preceding the regular or special meeting of the Commission. Submitted correspondence must contain the name and address of the submitter to be included in the packet.