

**CHARTER TOWNSHIP OF WATERFORD
PLANNING COMMISSION
BY-LAWS**

ARTICLE I - NAME

The name of this commission shall be the Waterford Township Planning Commission.

ARTICLE II – DUTIES AND TERMS OF MEMBERSHIP

Section 1. The duties and terms of membership of the Planning Commission are as set forth in the Waterford Township Zoning Ordinance and in such duties assigned by resolution or general ordinance of the Township Board.

Section 2. Members are expected to serve until their term expires and a successor has been appointed and approved as provided in the Waterford Township Zoning Ordinance. Members who are unable or unwilling to serve the entire terms for which they were appointed or who do not wish to be considered for reappointment shall provide sixty (60) days advance written notice of that fact to the Township Supervisor and the Planning Commission Chairman so that a successor may be appointed and approved in a timely manner that does not require the Commission to function with less than a full seven (7) member commission.

Section 3. Members may be removed by the Township Supervisor after a hearing, with the approval of the Township Board.

ARTICLE III - OFFICERS AND THEIR DUTIES

Section 1. The officers shall be a Chairperson, Vice Chairperson and Secretary. The officers shall be members of the Commission. The Zoning Official or designee may assist the Secretary with recording and preparing minutes of proceedings, the issuance of notices, and other responsibilities of the Secretary.

Section 2. The Chairperson shall preside at all meetings and hearings of the Planning Commission and shall have the powers and duties normally conferred by parliamentary usage on such officers.

Section 3. The Chairperson shall not be a member of the Township Board. The Chairperson may discuss all matters before the Commission and vote thereon.

Section 4. The Vice Chairperson shall not be a member of the Township Board and shall act for the Chairperson in the Chairperson's absence.

Section 5. The Secretary shall perform such duties as the Commission may determine or as provided by law, with the assistance of the Zoning Official or designee.

ARTICLE IV - ELECTION OF OFFICERS

- Section 1.** The election of officers shall be held at the first regular meeting of the Commission in each calendar year.
- Section 2.** Nominations shall be made from the floor by any Planning Commissioner and the election shall be held immediately thereafter.
- Section 3.** A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve a term of one year.
- Section 4.** The Commission may re-nominate and re-elect the same slate of officers to consecutive terms without limit.
- Section 5.** Vacancies in office shall be filled immediately by regular election procedures outlined in Sections 2-3 above.

ARTICLE V - MEETINGS

- Section 1.** Prior to November of each calendar year, the Commission shall establish a regular meeting schedule for the upcoming calendar year consisting of a minimum of four (4) regular meeting dates and up to a maximum of twenty-three (23) regular meeting dates.
- Section 2.** Regular meetings shall be held generally on the fourth Tuesdays of each month that the Commission decides to schedule a meeting. If the Commission determines that their workload requires more than one meeting per month, the second meeting in such months shall be scheduled generally for the second Tuesday of the month.
- Section 3.** In establishing their regular meeting schedule, the Commission may schedule a meeting date for a day of the week other than Tuesday when a second or fourth Tuesday of a given month conflicts with an observed holiday.
- Section 4.** Special meetings may be called by the Chairperson or by two members upon written request to the Secretary. When authorized by the Commission during calendar years when the regular meeting schedule consists of less than one regular meeting per month, the Zoning Official may arrange a special meeting for an applicant willing to pay for the full cost of holding the meeting in addition to the regular fees charged for the applicant's required review. For such special meetings, the Zoning Official shall communicate with each of the Commissioners and arrange a meeting date and time convenient to at least a majority of the Commission. The notice of a special meeting shall specify the purposes of the meeting and no other business may be considered.
- Section 5.** The Secretary shall give written notice of all meetings, both regular and special, to all members of the Commission at least 48 hours in advance of the meeting.
- Section 6.** A quorum shall consist of four (4) members. An affirmative vote of four (4) members shall be necessary to pass any motion (unless otherwise specified herein).
- Section 7.** Voting shall be by voice vote unless otherwise specified.
- Section 8.** Each member shall cast a "yea" or "nay" vote on each question before the Commission. However, a member shall not discuss or vote on a question in which the member has a financial or other conflict of interest, other than the general public interest.
- Section 9.** All meetings of the Commission, including special meetings, committee meetings and sub-committee meetings, shall be open to the public in accordance with the provisions of Public Act 266 of 1976, as amended. Closed sessions may be called for purposes listed in said Act if approved by a 2/3 roll call vote of the appointed and serving members.
- Section 10.** The Commission shall consult Robert's Rules of Order where necessary, regarding parliamentary procedure. Final procedural decisions shall be decided by the Chairperson.

ARTICLE VI – MEETING AGENDA ORDER OF BUSINESS

Section 1. The order of business at each meeting shall be:

1. Public Hearing Case Review
2. Call Meeting to Order
3. Roll Call
4. Approval of Minutes
5. Consent Agenda
6. Old Business
7. Public Hearings
8. Development Reviews
9. Discussions
10. Public Comments
11. All Else

Section 2. When no business is scheduled under items #5, 6, 7 (along with item #1), or 8, the Secretary may remove the headings for such items from a meeting's agenda order of business.

ARTICLE VII - COMMITTEES

Section 1. Advisory committees may be appointed by the Chairperson, with the approval of the Commission, for purposes and terms which the Commission approves and in accordance with the Waterford Township Planning Commission Duties, Policies, and Procedures.

Section 2. Advisory committees may include non-Commission members such as individual citizens, groups or representatives of organizations to participate in the committee activities in a manner deemed most appropriate by the Planning Commission.

Section 3. Non-Commission committee members shall participate with Commissioners and Staff in developing plans or reports related to the committee's activities and unless approved by the Township Board, shall serve without compensation.

Section 4. Committees may prepare oral and/or written reviews of Final Staff recommended reports or plans regarding committee activities prior to final consideration by the Commission.

ARTICLE VIII - HEARINGS

Section 1. In addition to those required by law, the Commission may, at its discretion, hold such public hearings or conferences as it decides will be in the public interest.

Section 2. A citizen or group wishing to address the Planning Commission may do so in accord with the provisions of the Waterford Township Planning Commission Duties, Policies and Procedures.

ARTICLE IX - AMENDMENT AND REVIEW OF BY-LAWS

Section 1. The provisions of these by-laws may be reviewed when placed on the agenda by the Chairperson, by two or more members upon written request to the Secretary, or by the Zoning Official.

Section 2. If changes to the by-laws are proposed after a review conducted in accordance with Section 1 above, these by-laws may be amended or altered to incorporate such changes at the following regular meeting by the affirmative vote of at least five (5) members of the Commission. Proposed changes that have not been discussed during a by-laws review at a preceding regular meeting cannot be voted on until a subsequent regular meeting.

ARTICLE X - INCONSISTENCY WITH ACTS

Section 1. Should any provisions of these by-laws be inconsistent with the provisions of applicable Public Acts of the State of Michigan, as amended, or any other applicable law, the provisions of said Acts or law will prevail.