

BY-LAWS
OF
THE WEST BRANCH TOWNSHIP
PLANNING COMMISSION

ARTICLE I: NAME AND AREA:

1.1 The Planning Commission shall be known as the West Branch Township Planning Commission and shall serve the entire Township.

ARTICLE II: AUTHORITY:

2.1 These rules of procedure are hereby adopted by the West Branch Township Planning Commission of Marquette County, Michigan, hereinafter referred to as the Commission to facilitate the performance of its duties pursuant to the Township Planning Act, Public Act 168 of 1959, as amended, including assignment of Zoning Powers in accordance with the requirements set forth in the Township Rural Zoning Act, Public Act 184 of 1943, as amended and the Opening Meetings Act 267 of 1976, as amended.

ARTICLE III: OFFICERS/OFFICERS' DUTIES/EXECUTIVE COMMITTEE:

3.1 Selection. At the first regular meeting after which annual appointments to the Commission are made, the Planning Commission shall select from its membership a Chairperson, Vice-Chairperson and Secretary.

3.2 Tenure. The Chairperson, Vice-Chairperson and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

3.3 Duties.

3.3.1 The Chairperson shall preside at all meetings and Executive Committee Meetings, appoint committees upon approval of the Planning Commission, call special meetings, sign documents of the Planning Commission, see that all actions of the Planning Commission are properly taken, and perform such other duties as may be ordered by the Planning Commission.

3.3.2 The Vice-Chairperson shall act in the capacity of the Chairperson in his absence and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term at the next regular meeting.

4.4 Cancellation of Meeting. When, due to adverse weather, lack of business or by reason of other emergency, there is little prospect of having a quorum present, the Chairperson, or in absentia the Vice-Chairperson, may cancel such scheduled meeting by telephone message to the membership before 6:00 p.m. on the day of the meeting.

4.5 Quorum. A majority of the total number of members shall constitute a quorum for the transaction of business and the taking of official action for all matters except the adoption of a Master Plan, or any part of a Master Plan in which cases the affirmative vote of a majority of the total number of the members shall be necessary. Whenever a quorum is not present at a regular or special meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting at which a quorum is present, by approval of the minutes of that meeting at which a quorum was not present.

4.6 Order of Business: Agenda. The Secretary shall prepare an agenda for each meeting. The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business:

- 4.6.1 A. Meeting called to order by Chairperson.
- B. Roll Call.
- C. Approval of minutes of previous meeting.
- D. Public comment.
- E. Public hearings.
- F. Scheduling of new items for public hearing.
- G. Reports.
- H. Unfinished business.
- I. New Business.
- J. Correspondence.
- K. Public comment.
- L. Adjournment.

4.6.2 No new agenda item shall be taken up after 10:00 p.m. without unanimous approval of the members present.

4.6.3 Deadline for filing or placement on agenda for items requiring public hearing shall be no later than a Planning Commission meeting which is not less than two (2) working days prior to the required publication date, or, in cases where a Special Meeting has been called, no less than five (5) working days prior to the required publication date.

4.7 Committees. The Chairperson, upon approval of the Planning Commission, shall appoint various standing committees and task force committees when the occasion arises.

5.2 Special Hearing. Notice of special hearing for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons or group representatives most interested.

5.3 Notice of Decision A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of a request for the Planning Commission to study a special problem.

ARTICLE VI: MATTERS TO BE CONSIDERED BY THE PLANNING COMMISSION:

6.1 The following matters shall be presented for consideration at a meeting of the Planning Commission:

6.1.1 Proposals and petitions for enactment of or changes to any ordinance in the Township designed to regulate land development.

6.1.2 All preliminary plans and reports for the physical development of the Township, including, the general location, character and extent of streets, bridges, parks and open spaces, building or properties.

6.1.3 The removal, relocation, widening, narrowing, vacation, abandonment, change of use or extension of any public way, grounds open spaces, buildings or properties.

6.1.4 The general character, extent and layout of the replanning and redevelopment of blighted areas.

6.1.5 Land subdivision plats.

6.1.6 All planning reports and plans before publication.

6.1.7 Recommendations on the selection of consultants and employees concerning planning/zoning related matters.

6.1.8 Such other matters as the Township Board shall find advisable or essential to receive consideration by the Planning Commission.