

City of Marshall and Marshall Township
Joint Planning Commission

RULES OF PROCEDURE

Article 1, Powers and Duties

The powers and duties of the Joint Planning Commission are those set forth in Public Act 110 of 2006 - Michigan Zoning Enabling Act and Public Act 226 of 2003 - Joint Municipal Planning Commission together with those powers and duties which may be delegated to it by ordinance of the City, Township or "Schedule A" of the Master 425 Agreement. The Joint Planning Commission's jurisdiction shall be limited to those properties subject to 425 agreements as stated in "Schedule A", Section 2(F) and any additions or exclusions contained in the Master 425 Agreement.

Article II, Members and Terms

Section 1, Membership Makeup

The Joint Planning Commission shall consist of six (6) members whom shall be selected from each planning commission as set forth:

Three (3) members shall be selected from the Township Planning Commission and three (3) from the City Planning Commission as prescribed under "Schedule A" of the Master 425 Agreement between the City of Marshall and Marshall Township as attached hereto.

Section 2, Terms of Office

The terms of the appointed members shall coincide with their city or township Planning Commission terms.

Section 3, Vacancies in Office

The Chairman of the City or Township Planning Commission shall appoint a replacement in conformance with their policies and procedures to fill the positions as described under Section 1.

Section 4, Removal from Office

A member may be removed in accordance with "Schedule A" Section 2(C).

Article III, Members and Terms

Section 1, Officers

The officers of the Joint Planning Commission shall be a Chairperson and Vice-Chairperson.

Section 2, Chairperson

The Chairperson shall be elected from the appointed members of the Joint Planning Commission and shall preside at all meetings and hearings of said Commission, and shall have and perform the duties usually incident to the office of Chairperson. The Chairperson shall decide, subject to these bylaws, all questions of order and procedure, unless otherwise directed by a majority of said Commission in session at the time, and shall have the privilege of discussing all matters before said Commission and of voting thereon.

Section 3, Vice-Chairperson

The Vice-Chairperson shall be elected from the appointed members of the Joint Planning Commission, and shall act as Chair in the Chairperson's absence.

Section 4, Administrative services

Each governmental agency shall provide administrative services for those projects located within their district, as described in "Schedule A" Section 2(H) of the Master 425 Agreement, which shall include a secretary to take minutes of the meeting.

Article IV, Nomination and Election of Officers

Section 1, Date of Election

The election of officers of the Joint Planning Commission shall take place each year at the regularly scheduled meeting in August as stated in Article V, Section 1 of this document.

Section 2, Term of Elected Office

A candidate receiving a majority vote of the entire Joint Planning Commission membership shall be declared elected and shall hold office for one year. The same member may not be elected to more than two successive terms.

Section 3, Vacancies in Elected Office

A vacancy on the Joint Planning Commission shall be filled by the appointment of the alternate member from the municipality from which the vacancy occurred and a new alternate Joint Planning Commission member shall be appointed at the next regular meeting of the Planning Commission of the municipality in which the vacancy occurred.

Article V, Meetings

Section 1, Regular Meetings

The Joint Planning Commission shall meet as needed and may, at the agreement of the membership, set a regular meeting schedule.

Article VI, General Rules

Section 1, Quorum

Four voting members of the Joint Planning Commission shall constitute a quorum. A majority of those present and voting shall be sufficient to pass any motion or resolution at any meeting of the Joint Planning Commission.

Section 2, Open Meetings

All meetings of the Joint Planning Commission shall be open to the public.

Section 3, Parliamentary Practice

Parliamentary practice at all meetings of the Joint Planning Commission shall be guided by Roberts Rules of Order where applicable and except where in conflict with law or these bylaws.

Section 4, Official Action on Initial Presentation

On any matter brought before the Joint Planning Commission, at the same meeting the matter is presented to said commission, the commission may, after discussion, act upon the plan as presented.

Section 5, Review by Township and City Departments

Staff shall not place before the Joint Planning Commission any site plan for review until the applicable City or Township Departments have had a chance to review the request and offer their comments on the proposal.

Section 6, Motions

Motions on all matters requiring a vote shall be made in the affirmative.

Article VII, Amendments

These bylaws may be altered or amended by four affirmative votes of the Joint Planning Commission provided that written notice of the proposed alternations or amendments be given at a previous meeting of said Commission.