

BY-LAWS
MARQUETTE TOWNSHIP PLANNING COMMISSION

SECTION 1.

Name and Area.

- A. This Planning Commission shall be known as the Charter Township of Marquette Planning Commission.
- B. The area served by this Planning Commission shall be the entire Charter Township of Marquette.

SECTION 2.

Authority, Mission Statement, and Functions.

- A. The Charter Township of Marquette Planning Commission, hereafter referred to as the Commission, shall exercise the authority granted to it by the Charter Township of Marquette Board.
- B. It is the mission of the Commission to act as the principal planning, policy, and program development body which provides advice to the Township Board on short and long-term issues affecting the economic, social, and physical development of the Township. Activities of the Commission will include those duties and responsibilities set forth in the Michigan Planning Enabling Act, Act 33 of 2008, and the Michigan Zoning Enabling Act, Act 110 of 2006, as amended.
- C. The following matters shall be presented for review or adoption at a meeting of the Commission:
 - 1. The Township Master Plan.
 - 2. Sand and gravel extraction permits.
 - 3. All planning reports and plans before publication.
 - 4. Such other matters as the Township Board shall find advisable for review or adoption by the Commission.
- D. The following matters shall be presented for a recommendation to the Township Board at a meeting of the Commission:
 - 1. Amendments and revisions to the Township Zoning Ordinance.
 - 2. Land subdivisions.
 - 3. Capital Improvement Program for the Township.
 - 4. Selection of consultants for Commission projects.
 - 5. Such other matters as the Township Board shall find advisable or essential to receive consideration by the Commission.

E. The following matters shall be presented for review by the Commission at a meeting of the Commission:

1. Preliminary plans and reports for the physical development of the Township.
2. Township Zoning Compliance Reports.
3. Reports on meetings of the Marquette City Planning Commission, the Marquette County Planning Commission, the Marquette Township Board, the Marquette Township DDA, and other bodies of interest to the Commission.
4. Such other matters as the Township Board shall find advisable or essential to be reviewed by the Commission.

SECTION 3.

Membership.

- A. The membership of the Commission shall consist of five members for staggered terms of three (3) years and shall be appointed by the Marquette Township Supervisor with the approval of the Township Board.

SECTION 4.

Officers.

- A. At a regular meeting in January of each year, the Commission shall elect from its membership a Chairperson, Vice-Chairperson, and Secretary.
- B. Duties of the Chairperson. The Chairperson shall preside at all meetings, appoint committees, call special meetings, sign documents of the Commission, see that all actions of the Commission are properly taken, and perform such duties as may be ordered by the Commission.
- C. Duties of the Vice-Chairperson. The Vice-Chairperson shall act in the capacity of Chairperson in the absence of the Chairperson and in the event the office of the Chairperson becomes vacant, the Vice-Chairperson shall succeed to this office for the unexpired term and the Commission shall elect a successor to the office of Vice-Chairperson for the unexpired term at the next regular meeting.
- D. Duties of the Secretary. The Secretary or their designee shall be responsible for the minutes of each meeting. All communications, petitions, and reports shall be addressed to the Commission and delivered or mailed to the Secretary. The Secretary or their designee shall inform the Commission of all correspondence. The Secretary shall execute documents in the name of the Commission, be a custodian of the Commission's records, and perform such duties as the Commission may determine.

SECTION 5.

Meetings.

- A. Regular meetings shall be held monthly, with two meetings held per month during the months of May – September. The day, time, and meeting place for the monthly meetings for the year will be determined at a regular meeting in November or December.
- B. Special meetings shall be called at the request of the Chairperson, or at the request of any two (2) members of the Planning Commission. Notice of the special meeting shall be given by the Secretary, in writing, to the members of the Commission at least eighteen (18) hours prior to such meeting and shall state the purpose and time of the meeting.
- C. The regular meeting in February of each year shall be the annual meeting. An annual report prepared by the Township Planner shall be approved by the Commission at this meeting, a copy of which shall be made public and a copy forwarded to the Township Board.
- D. Three (3) members of the Commission 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.

The affirmative vote of a majority of the total number of members shall be necessary for the adoption of a Master Plan, or any part of a Master Plan.

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 a meeting, where a quorum is not present, shall be final or official unless ratified or confirmed at a subsequent meeting at which a quorum is present.

- E. Order of Business.(*). The following procedure will normally be observed; however, it may be rearranged by the Chairperson or the Township Planner for individual items, if necessary, for the expeditious conduct of business:
 - 1. Meeting Called to Order by Chairperson.
 - 2. Roll Call.
 - 3. Approval of the Agenda.
 - 4. Approval of Previous Meeting Minutes.
 - 5. Public Comment.
 - 6. Unfinished Business.
 - 7. New Business.
 - 8. Correspondence.
 - 9. Reports.
 - 10. Announcements.
 - 11. Public Comments.
 - 12. Additional Comments Planning Commissioners Wish to Make.
 - 13. Adjournment.

No new business will be discussed after two hours after the start of the meeting.

Applications for a planned unit development, rezoning, special use permits, and other application items, shall be submitted a minimum of fifteen (15) working days prior to the Commission's first meeting in which the application is on the agenda under new business. The only exception is when an ordinance or law specifically requires the application to be submitted to the Commission sooner or later than the fifteen (15) working days.

- F. Motions shall be restated by the Secretary or Recording Secretary before a vote is taken. The name of the maker and supporter of a motion shall be recorded. Voting shall be by voice and shall be recorded by yeas and nays. Roll call votes will be recorded only upon request by a member of the Commission. The Chairperson shall vote last.
- G. Action by the Commission on any application or on any matter on which a hearing is held shall not be taken until the hearing has been concluded. After being informed that such a petition has been submitted, members of the Commission shall not discuss such request with the petitioner or others, except at the designated review or public hearing. No member of the Commission shall have the power to bind the Commission nor act in its behalf, nor use its name, unless official sanction is granted by the Commission at a duly called regular or special meeting.
- H. Members of the Commission who shall feel that they have a conflict of interest on any matter that is on the Commission agenda shall voluntarily excuse themselves, and leave the room, and refrain from discussion and voting on said items as Commissioners.
- I. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order in all cases not otherwise provided for in these By-Laws. If any requirement of these By-Laws conflicts with a specific law, statute or Township ordinance, that law, statute or ordinance supercedes these By-Laws.

SECTION 6.

Committees.

The Chairperson, upon concurrence of the Commission, shall appoint various standing committees and task force committees when the occasion arises.

SECTION 7.

Hearings. (**see footnotes*)

- A. Before adoption of any part of the Master Plan, or any amendment to the Master Plan, or recommending approval of an amendment to the Zoning Ordinance to the Township Board, the Commission shall hold a public hearing on the matter. Notice of the time and place of

the hearing shall be given pursuant to the requirements as outlined in the applicable enabling legislation.

- B. Notice of special hearings for the purpose of presenting preliminary Master Plans, obtaining public opinion on a problem, or discussion of a particular problem or a special review with interested parties will be given in the most practical manner and to persons or group representative most interested. If the Charter Township of Marquette Zoning Ordinance or other Township ordinance does not specifically require a public hearing for certain types of reviews, a public hearing may still be held at the discretion of the Planning Commission to provide opportunity for input from interested parties. Public notices shall be in accordance with the appropriate ordinance or statute, however when the ordinance or statute has no provision for when notices must be made, the notification shall be by direct mail to affected parties a minimum of fifteen (15) working days prior to the hearing date.
- C. Upon request, a written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.

SECTION 8.

Member's Absence.

- A. Whenever a member of the Commission fails to attend meetings for three (3) consecutive months and the absences are unexcused by the Commissioners, it shall be the mandatory duty of the Secretary to submit to the members a written memorandum of the attendance record of such member. After a Commissioner has three consecutive months of continuous unexcused absences or six consecutive months of continuous absences in which any number of the absences are excused or unexcused absences the Commission shall send a recommendation of retention or termination of the Commissioner's membership to the Township Board. Such recommendation shall be based only upon the reason or lack thereof for the absenteeism.
- B. Each member of the Commission who has knowledge of the fact that they will not be able to attend a scheduled meeting of the Commission shall notify the Township Office at the earliest possible opportunity and, in any event, 2 hours prior to the scheduled meeting.

SECTION 9.

Amendments.

These rules may be amended at any regular or special meeting on passage by a quorum of the members providing the following procedures have been met.

- A. A proposed amendment to the By-Laws shall be signed by a member of the Commission or the Township Planner and be presented in writing to the Commission at the regular meeting prior to a regular meeting of which the proposed amendment is to be reviewed for adoption.

- B. The Secretary shall give at least 48 hours written notice to each member of the Commission prior to the meeting of which the proposed amendment is to be first introduced.

SECTION 10.

Review.

- A. These By-Laws will be handed out to each new Commissioner upon appointment.
- B. The By-Laws will be reviewed every five (5) years starting with year 2000 and every five (5) years thereafter. Any proposed amendments deemed appropriate will follow the procedures set forth in Section 9.

These By-Laws shall take effect immediately on passage by a quorum of the membership.

	Adopted:	October 11, 1995.
* <i>footnote 1</i>	Amended:	July 8, 1998.
* <i>footnote 2</i>	Amended:	February 9, 2000.
<i>footnote 3</i>	Amended:	May 22, 2002.
<i>footnote 4</i>	Amended:	December 10, 2003.
<i>footnote 5</i>	Amended:	March 10, 2004.
<i>footnote 6</i>	Amended:	August 24, 2005.
<i>footnote 7</i>	Amended:	October 13, 2010.

Judith Boyle, Secretary