

City of Marshall
Planning Commission

RULES OF PROCEDURE

Article 1, Powers and Duties

The powers and duties of the Marshall City Planning Commission are those set forth in Public Act 33 of 2008, as amended, together with those powers and duties which may be delegated to it by ordinance of the City.

Article II, Members and Terms

Section 1, Membership Makeup

The City Planning Commission shall consist of nine persons who shall be appointed by the Mayor. The nine appointed members shall represent diversity within the community, and are subject to confirmation by the City Council. In addition, the Mayor shall appoint one member of the City Council to act as the non-voting Council liaison to the Planning Commission. The Mayor, subject to City Council confirmation, shall appoint one member of the Planning Commission to serve as a full member of the Zoning Board of Appeals. A City staff member shall serve as secretary to the Planning Commission.

Section 2, Compensation of Members

All members of the City Planning Commission shall serve without compensation.

Section 3, Terms of Office

The terms of the appointed members shall be three years or until their successor takes office. The length of term of the City Council liaison is at the discretion of the Mayor.

Section 4, Vacancies in Office

Vacancies shall be filled by the Mayor subject to confirmation by the City Council.

Section 5, Removal from Office

Following a public hearing, a member may be removed from the Planning Commission by the Mayor for inefficiency, neglect of duty or malfeasance in office.

Article III, Members and Terms

Section 1, Officers

The officers of the City Planning Commission shall be a chairperson and vice-chairperson.

Section 2, Chairperson

The Chairperson shall be elected by and from the appointed members of the City 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 amongst the appointed members of the City Planning Commission, and shall act as chair in the Chairperson's absence.

Section 4, Attendance

If any member of the Planning Commission misses 3 consecutive, regular meetings without those absences being excused, this may be considered nonfeasance. Nonfeasance may be grounds for removal from the Planning Commission by the City Council approval.

Article IV, Nomination and Election of Officers

Section 1, Date of Election

The elected officers of the City Planning Commission shall be nominated and elected each year at the regular November meeting.

Section 2, Term of Elected Office

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

Section 3, Vacancies in Elected Office

Vacancies in office shall be filled for the unexpired term by regular election procedure at the next regular meeting following such vacancy, or at a special meeting called for that purpose.

Article V, Meetings

Section 1, Regular Meetings

The regular meetings of the City Planning Commission shall be held on the second Wednesday of each month, at 7:00 p.m. in the Council Chambers of Town Hall or as designated by the Planning Commission Chairperson.

Section 2, Special Meetings

Special meetings may be held at the call of the Chairperson, or shall be called by the Chairperson upon written request of at least five voting members of said commission and shall be subject to the Open Meetings Act.

Article VI, General Rules

Section 1, Quorum

Five voting members of the City 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 City Planning Commission.

Section 2, Open Meetings

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

Section 3, Parliamentary Practice

Parliamentary practice at all meetings of the City 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 City 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 City Departments

Staff shall not place before the City Planning Commission any site plan for review until the applicable City 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 positive.

Article VII, Public Participation

Members of the public, both residents of the City of Marshall and others, are invited to address the Commission during two portions of the regular Planning Commission agenda. Prior to the Commission's discussion of regular agenda items, members of the public are invited to provide comment upon those agenda items. Comments related to any other matters will be welcomed during a second "public comment" time noted later on the agenda. The Chair will first recognize any member of the public wishing to address the Commission. Individuals will speak from the podium or a hand held microphone, state their name and address and limit their comments to a total of five (5) minutes during each of these "public comment" times. Members of the public will not routinely be involved in Commission discussion or deliberation upon agenda items unless called upon by the Chair.

Article VIII, Amendments

These rules may be altered or amended by five affirmative votes of the City Planning Commission provided that written notice of the proposed alternations or amendments be distributed at a previous meeting of said Commission.