

**CITY OF OAK PARK, MICHIGAN
PLANNING COMMISSION**

BY-LAWS AND RULES OF PROCEDURE

1. AUTHORITY

These by-laws and rules of procedure are adopted by the City of Oak Park (Oakland County) Planning Commission (hereinafter called the Commission) pursuant to Public Act 285 of 1931, as amended.

2. OFFICERS

2.1 Selection

- a) The officers of the Planning Commission shall consist of Chairperson, Vice Chairperson, and Secretary selected from the general membership of the Commission.
- b) The election of all officers shall occur at the Commission's first regular meeting in April following City Council appointments or reappointments.
- c) Any member nominated for an office on the Commission shall have served on the Commission for at least one year.
- d) Nominations of members for an office shall be by a current member of the Commission during the meeting when elections are held.
- e) All nominations shall be seconded by another member of the Commission to be considered a valid nomination.
- f) All elections shall be conducted by a roll call vote. If there is only one (1) nominee for an office, that nominee shall be assumed to be unanimously elected.
- g) To be elected to an office, a nominee must receive a majority of the votes of the full Planning Commission.
- h) All terms of office shall be for one year.
- i) A member of the Planning Commission may serve in same office of the Commission for any number of terms, but not more than two consecutive terms.
- j) Neither the Mayor, Councilperson, nor the City Manager shall serve as the Chairperson of the Commission.

2.2 Resignation of Officers

- a) An officer may resign his/her office by submitting a letter to the Commission addressed to the Chairperson or Vice Chairperson, as appropriate.
- b) The resignation from office will not become effective until acted upon and accepted by the Commission at its next regularly scheduled meeting.

2.3 Duties of the Officers

a) The **Chairperson** shall:

- 1) preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act 267 of 1976, as amended), and the rules provided herein.
- 2) clearly state the issues before the Commission.
- 3) as appropriate, act as a liaison between the Commission and the planning staff, consultants, and all other pertinent agencies or agents of the City of Oak Park and, in so doing shall utilize proper administrative/management channels of authority.
- 4) reserve his/her opinions on an issue until the other members of the Commission who so wish have spoken on the issue.
- 5) attend all City Council meetings which include a planning issue or send another member of the Commission as his representative. The Councilperson appointed to the Planning Commission shall normally serve in this capacity, on behalf of the Chairperson.

b) The **Vice Chairperson** shall:

- 1) act for the Chairperson when needed at Commission, City Council, or other meetings.
- 2) assist the Chairperson in recognizing members who may wish to speak.
- 3) shall succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Commission shall select a successor to the office of Vice Chairperson at the earliest practical time.

c) The **Secretary** shall:

- 1) act for the Chairperson in the absence of the Chairperson and Vice Chairperson at Commission, City Council and other meetings.
- 2) direct the Commission's recording secretary to summarize pertinent correspondence received by the Commission which deals with an issue before the Commission.
- 3) be responsible for the accuracy of the Commission's approved minutes by placing his/her signature on a copy of the minutes, as approved.

2.4 The **General Membership** shall:

- a) Not speak until recognized by the Chairperson.
- b) Serve on special committees as appointed by the Chairperson.

3. **MEETINGS**

3.1 Meeting Notices

- a) All meetings of the Commission shall be posted at the City Hall according to the Open Meetings Act.
- b) The notice shall include the date, time and place of the meeting.
- c) Notice of any change in the date or time of a meeting shall be posted in the manner required by the Open Meetings Act at least 18 hours in advance.

3.2 Regular Meetings and Regularly Scheduled Special Meetings

- a) Regular meetings of the Commission shall be held monthly in the Council Chambers of the City Hall on the second Monday of the month.
- b) Special meetings of the Commission shall be held at the call of the Chairperson, with the approval of a quorum of the Commission, in the Council Chambers of the City Hall.
- c) When a regular meeting date or a special meeting date falls on or near a legal holiday, the Commission shall select a suitable alternate meeting date in the same month in accordance with the Open Meetings Act.

3.3 Quorum

- a) The presence of five (5) members of the Commission shall constitute a quorum of the Commission.
- b) If a quorum is not present, the members of the Commission may discuss matters of interest, but can take no action until the next regular or special meeting.
- c) All public hearings without a quorum shall be continued to and scheduled for the next regular or special meeting; notice of which shall be posted at least 18 hours in advance in the manner required by the Open Meetings Act. [MCL 15.265; MSA 4.1800 (15)].

3.4 Public Hearings

- a) Public hearings shall be scheduled and due notice given in accordance with the provisions of Section 1 of these By-Laws and Rules of Procedure.
- b) The order of presentation shall be as follows:

Petitioner
Commission Consultants/Planning Staff
Correspondence
Public Testimony
Commission Discussion/Decision
- c) The petitioner shall limit his/her remarks or presentation to 10 minutes.