

VILLAGE OF LAKE ORION

PLANNING COMMISSION

BYLAWS AND RULES OF PROCEDURE

The main function or purpose of the following Bylaws is to establish the rules of operation for the Planning Commission. In addition to establishing procedure, the Bylaws also describe the organizational framework of the Planning Commission, and, in general terms, define the duties and responsibilities of the Planning Commission.

Village of Lake Orion
Planning Commission

37 E. Flint Street
Lake Orion, MI 48362

Creation of Planning Commission

Ordinance No. 149 Adopted December 5, 1966 Created the Planning Commission
Ordinance No. 24.01 Renumbered Ordinance No. 149
Ordinance No. 24.02 Adopted August 26, 1976 (Amended Members)
Ordinance No. 24.03 Adopted December 28, 1982 (Amended Officers and Meetings)
Ordinance No. 24.04 Adopted March 11, 1985 (Compilation of previous Ordinances and Amended Effective Date of Terms)
Ordinance No. 24.05 Adopted November 26, 2007 (Amended Members)
Ordinance No. 24.07 Adopted July 11, 2011

Bylaws

Bylaws Committee Formed (1967)
April 12, 1967 Bylaws Adopted
November 18, 1974 Amended
October 20, 1975 Amended
November 15, 1976 Amended
August 3, 1981 Amended
April 1, 1985 Amended
August 2, 2004 Amended
January 15, 2007 Amended
September 2, 2008 Amended
May 7, 2012 Amended

Prepared: February 6, 2012

VILLAGE OF LAKE ORION
PLANNING COMMISSION
Bylaws and Rules of Procedure

ARTICLE I: AUTHORITY

Section 1

These Bylaws and Rules of Procedure of the Village of Lake Orion Planning Commission are adopted as required by the subject and subordinate to the Michigan Planning Enabling Act, Public Act No. 33 of 2008, as amended, and the Village Planning Commission Ordinance, codified in Sections 30.15 through 30.22 of the Village Ordinance Code, which as most recently amended by Ordinance 24.07 is attached as an Appendix and shall control in the event of any conflict or inconsistency with these Bylaws and Rules of Procedure.
(Amended ~~04-01-85~~ Amended 05-07-12)

ARTICLE II: TITLE

Section 1

The title of the Commission shall be "The Village of Lake Orion Planning Commission."

ARTICLE III: OFFICERS AND COMMITTEES

Section 1

The Planning Commission shall elect a Chairperson, Vice-Chairperson and Secretary from among its members and create and fill other offices, it considers advisable. An ex-officio member of the Commission is not eligible to serve as Chairperson. The term of each officer shall be 1 year, with opportunity for reelection and shall be elected each year at their first regular meeting in May, and shall hold office until their successors are elected and assume office.
(Amended 05-07-12)

The officers of the Planning Commission shall be:

A Chairperson, who shall preside at all meetings and shall have such other duties as further prescribed in the Bylaws, and shall have authority to preside at all Adjourned Meetings and call and preside at all Special Meetings.

A Vice-Chairperson, who shall, in the absence of the Chairperson or his/her inability to act, preside at all Regular, Adjourned, or Special Meetings, public hearings, and committee meetings of the Planning Commission, and shall have the power to function in the same capacity as the Chairperson.

A Secretary, who shall have authority to execute documents in the name of the Planning Commission and shall perform such other duties as the Planning Commission may, from time to time, determine.

ARTICLE IV: MEETINGS AND PROCEDURES

Section 1

The Planning Commission shall hold not less than four (4) regular meetings each year and at its first meeting of each calendar year, shall adopt and provide public notice of its regular meetings for that year in accordance with the Open Meetings Act, as amended.
(Added 05-07-12)

The Commission shall hold at least one (1) Regular Meeting each month unless there is no business on the Agenda; in such case there shall be no meeting. However, the Commission in no event shall hold less than four (4) regular meetings each year. (Ref. Ordinance No. 24.07 Section 30.20 (A))
(Amended 05-07-12)

The Regular Meeting of the Planning Commission shall be held on the first Monday of each month at 7:30 P.M. Any Regular Meeting may be adjourned to a definite date, by a majority vote of a quorum of the members. Adjourned or Special Meetings may be held at any time or place established by the Planning Commission. Special Meetings may be held as necessary, subject to the call of the Chairperson or Acting Chairperson or upon the request of a majority of the Planning Commission, with written notice of the Special Meeting to Planning Commission members not less than 48 hours before the meeting.
(Amended ~~11-18-74, 8-3-81~~, 05-07-12)

Parliamentary procedure at Planning Commission meetings shall be governed by Robert's Rules of Order. The Chairperson shall be the Parliamentarian.
(Amended ~~8-3-81~~, 05-07-12)

Section 2

Each member shall be notified of the place and date of each regular meeting by the Secretary, by a written notice, mailed to the address of the members not less than three (3) days prior to the date set for the meeting. Said notice may be waived by a unanimous vote of the Planning Commission.

Section 3

No new matters will be discussed after 10:30 P.M. unless the Planning Commission votes to continue the meeting. The Commissioners have the right to determine which, if any, of the items remaining on the agenda will be discussed.
(Added August 2, 2004)

ARTICLE V: THE ORDER OF BUSINESS

Section 1

The order of business for a Regular Meeting shall be:

1. Call to Order by Chairperson or Vice-Chairperson.
 2. Pledge of Allegiance.
 3. Roll call & Determination of a Quorum.
 4. Approval of Minutes of last preceding meeting.
 5. Public Comment on Non-Agenda Items
 6. Approval of Agenda
 7. Review of Planning Commission Order of Procedure for Handling Cases (Regular Cases).
 8. Regular Order of Business and Hearings.
 9. Next Meeting Date.
 10. Commission Comments.
 11. Adjournment.
- (Amended 05-07-12)

Section 2

The Chairperson shall open the hearings to the public after receiving the recommendation of the Village Planner, and after giving the petitioner an opportunity to be heard. After the public has had a reasonable opportunity to be heard, the Chairperson shall close the hearing on each petition. If a member of the Planning Commission desires further information, he/she may, with the approval of the Chairperson or the approval of a majority of the members of the Planning Commission present, ask additional questions of members of the public, Village Planner, or the petitioner.

Section 3

The Chairperson shall have the discretion to change the order of business whenever he/she deems it advisable to do so either before or during the progress of the meeting.

Section 4

The order of business for the Annual Meeting, to be the Planning Commission's first Regular Meeting in May, shall be:

1. Call to Order by Chairperson or Vice-Chairperson.
 2. Pledge of Allegiance.
 3. Roll Call and Determination of a Quorum.
 4. Election of New Officers.
 5. Taking of Chair by new Chairperson.
 6. Review/Discuss Annual Report for Village Council (Ordinance No. 24.07, 30.21(D)).
 7. Regular order of business.
- (Amended ~~4-1-85-01-15-07~~ 05-07-12)

ARTICLE VI : QUORUM

Section 1

A quorum of the Village of Lake Orion Planning Commission for the transaction of business at any meeting shall be a majority of the appointed and serving voting members, with the affirmative vote of a majority of appointed and serving voting members required for the Commission to make a recommendation or decision on any issue.

(Amended 05-07-12)

Section 2

The Planning Commission shall comply with the notification, public hearing, and all other requirements for the preparation, review, approval, adoption, extension, revision or amendment of the Master Plan as provided in MCL 125.3831 – MCL 125.3851, which is Article III of the Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, MCL 125.3801 et seq.

(Amended ~~4-1-85~~, 05-07-12)

ARTICLE VII: MINUTES

Section 1

The Planning Commission shall keep a set of Minutes of all Regular and Adjourned Meetings and at Special Meetings where official business was transacted. These Minutes shall become a public record and shall be filed with the Village Clerk. Said Minutes shall be kept by the Secretary and shall contain the number of members of the public in attendance.

Section 2

The Secretary or the Chairperson shall sign all Minutes, after approval by the Planning Commission members, at the following meeting.

ARTICLE VIII: AMENDMENT OF BYLAWS

Section 1

These Bylaws may be changed or added to by the affirmative vote of at least 2/3rds of appointed and serving, voting members of the Commission. No change shall be made unless written notice to amend shall be filed with the Secretary at the Regular Meeting preceding the meeting at which the motion to change is to be made. This requirement may be waived by the Planning Commission by a unanimous vote of the full Planning Commission.
(Amended 05-07-12)

I, Arlene M. Nichols, Clerk of the Village of Lake Orion, do hereby certify that the foregoing is a true and correct copy of the Planning Commission Bylaws that were adopted by the Lake Orion Village Planning Commission at its Regular meeting held on May 7, 2012.



Arlene M. Nichols, Village Clerk

Dated this 8th day of May 2012