

Charlevoix County Planning Commission

COUNTY BUILDING
301 STATE STREET, SUITE 11
CHARLEVOIX, MICHIGAN 49720

TELEPHONE 231 547-7234
FAX 231 547-7246

Approved BY-LAWS

Adopted February 20, 1964; revised July 1, 1971; June 2, 1977; December 1, 1977; February 2, 1984, and August 7, 2003 by the Charlevoix County Planning Commission, pursuant to Act 282, Public Acts of 1945, as amended.

ARTICLE I: AREA

The area served by the Charlevoix County Planning Commission shall include all lands legally included within the present or future boundaries of Charlevoix County.

ARTICLE II: MISSION STATEMENT & PURPOSES

Section I:

It is the mission of the Charlevoix County Planning Commission to promote positive growth, recognizing multiple needs in terms of land development, conservation, recreation, transportation, and protecting the environment, resulting in better communities for future generations.

Section II:

The purposes of the Commission shall be:

- A) To work toward a planned county by preparing, adopting, and promoting plans to guide the physical, social, and economic development of the county.
- B) To promote the adoption and execution of such plans by the county, schools, townships, and other governments and agencies responsible for making public or other improvements in the county.

- C) To effect economics in the county through the recommendation of a wise expenditure of funds to provide for sound development.
- D) To encourage, assist, and promote cooperation between public and private agencies in improving the attractiveness of the county.

ARTICLE III: MEMBERSHIP AND REPRESENTATION

Section I:

The Commission shall be composed of between five (5) and eleven (11) members as determined by the County Board of Commissioners. Members shall be residents of the County and appointed by the County Board of Commissioners.

Section II:

Members shall serve three (3) year terms with staggered appointments, unless appointed to a mid-term vacancy, providing for continuity of membership. Each year, the County Board shall appoint the desired number of members for three (3) year terms, beginning January 1 of the following year.

Section III:

Each member shall serve until the appointed term shall expire, the member resigns, or is removed for cause.

ARTICLE IV: COMMISSION MEETINGS

Section I:

Regular meetings of the Commission shall be held on the first Thursday of each month, with the exception of the January meeting which shall be held on the second Thursday of the month. The Chairman may postpone or cancel a monthly meeting, provided there exists a conflict with a holiday, special occasion, due to inclement weather, or a lack of a quorum.

Section II:

The following yearly schedule shall be utilized for Commission meetings:

January –

Organizational Meeting

Election of officers
Review past year's activities and accomplishments
Discussion of Work Program

February –

Approve Annual Report for past year
Approve Work Program for coming year
Submit Annual Report and Work Program to County Board of
Commissioners

March through November –

Regular business
Special programs

July –

Discussion of budget and reasoning; goals

December –

Review meeting
Summary of year to date
Formulate new Work Program

An annual joint meeting with the County Board of Commissioners may be held at the call of the Board of Commissioners.

A special meeting shall be held on Beaver Island at some time during the course of the year for the primary purpose of considering and addressing Island related issues.

Section III:

Special meetings may be held, as needed, upon the call, by mail or phone, of either the Chairperson, or a quorum of the Commission members, provided at least eighteen (18) hours notice is given.

ARTICLE V: OFFICERS OF THE COMMISSION

The officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary, to serve for a period of one (1) year, or until successors are

elected. Such officers shall be elected by a majority vote of the membership of the Commission present at the time of the election.

ARTICLE VI: QUORUM

A majority of the appointed members of the Commission shall constitute a quorum to take action at any meeting.

ARTICLE VII: DUTIES OF THE OFFICERS

Section I: Chairperson

The Chairperson shall be the chief executive officer of the Commission, and shall preside at all meetings of the Commission. The Chairperson shall appoint, with the advice and consent of the Commission, all committee or advisory committees established and provided by the Commission and shall be an ex-officio member of all committees. The Chairperson shall sign all contracts or legal documents authorized by the Commission.

Section II: Vice-Chairperson

- A) In the event that the office of the Chairperson becomes vacant by death, resignation or otherwise, the Vice-Chairperson shall serve as Chairperson until a new Chairperson is elected.
- B) In the event of the absence of the Chairperson or the inability to discharge the duties of the office by the Chairperson, such duties shall, for the time being, fall upon the Vice-Chairperson.

Section III: Secretary

The Secretary shall perform the duties below:

- A) Attend all meetings of the Commission and be responsible for the official minutes and records of the Commission.
- B) Shall be responsible for all correspondence and notices pertaining to meetings and official acts of the Commission.
- C) Shall attend Executive Committee meetings and assist in determining the disposition of matters to come before that body.
- D) Shall perform other such duties as the Commission shall direct.

ARTICLE VIII: STAFF

Section I:

The Commission may employ staff, and others as needed, at the will and pleasure of the Commission, with the approval of the County Board of Commissioners.

Section II:

The Commission shall provide direction for Staff activities. This shall include a continuous review of the county master plan, select studies as assigned by the Commission, consultation with local planning and zoning bodies, procuring of information on state and federal grant programs, and preparation and presentation of education/informational programs.

Section III:

The staff shall work with and advise various committees named by the Commission.

Section IV:

The staff shall have such other duties as may be delegated by the Commission.

ARTICLE IX: PLANNING COMMISSION POLICY DECISIONS

Copies of all policy decisions made by motion or resolution of the Planning Commission shall be transmitted to the County Board of Commissioners, for their review and comment. The staff, Chairperson and/or Board of Commissioners Liaison shall avail themselves to the Commissioners in order to explain the process pursued in making such policy decisions.

ARTICLE X: EXECUTIVE COMMITTEE

The Chairperson, Vice-Chairperson, and Secretary shall comprise the Executive Committee. As such, they may review the Commission's correspondence, A-95 Reviews and other administrative matters of the Commission prior to the monthly meetings, in order to lessen the time spent by the full Commission on such items.

At each Commission meeting, the Secretary shall present the Committee's report, describing those matters which the Committee judged should be brought to the floor of the full Commission.

Minutes of the Executive Committee shall be recorded by the Secretary, and shall be attached to the record of proceedings of the full Commission meeting.

ARTICLE XI: SUB-COMMITTEES

The Commission may appoint and authorize advisory committees whose members may consist of governmental officials and individuals whose experience, training and interest in the Commission's work qualify them to lend valuable assistance to the Commission. Members of the advisory committees shall serve without compensation other than mileage and expenses.

The Commission may also appoint various committees of citizens to collect information and prepare reports to the Commission on the various phases of the comprehensive planning program, for which the Commission is primarily responsible.

ARTICLE XII: COMPENSATION

The members of the Commission may receive such compensation as approved by the County Board of Commissioners and the Commission may expend monies appropriated by the County for technical services and incidental expenses.

ARTICLE XIII: FISCAL YEAR

The fiscal year of the Commission shall be the same as the calendar year.

ARTICLE XIV: ANNUAL REPORT

The Commission shall annually submit to the County Board of Commissioners a report of its activities covering the previous fiscal year.

ARTICLE XV: AMENDMENT OF BY-LAWS

These rules of procedure in whole or in part, may be altered, amended, added to or repealed by a majority vote of the Commission members at any regular or special meeting, provided the notice of the proposed alterations, amendment or repeal, shall be submitted by mail to all members of the Commission, at least fifteen (15) days before the regular or special meeting of the Commission at which they are to be considered.

ARTICLE XVI: PARLIAMENTARY PRACTICE

For meetings of the Commission and advisory committees, the rules of parliamentary practice as set forth in "Mason's Manual of Legislative Procedure" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Commission and not contrary to any existing laws of the State of Michigan.

THESE BY-LAWS WERE ADOPTED ON: FEBRUARY 20, 1964;

Revised: July 1, 1971,
Revised: June 2, 1977
Revised: December 1, 1977
Revised: February 2, 1984,*
Revised: August 7, 2003

* Note: These By-Laws were approved, as amended, by the County Board of Commissioners on April 11, 1984.