

Bylaws of the Van Buren County Planning Commission
Approved by Planning Commission 7/24/02
Approved by the Van Buren County Board of Commissioners

Article I – Name

The name of this Commission shall be the Van Buren County Planning Commission hereby referred to as the Commission. This Commission was created by resolution of the Van Buren County Board of Supervisors passed on August 12, 1968. As authorized by Act 282 of Public Acts of 1945, as amended.

Article II – Object

Section 1 The general purpose of the Commission is to plan for integrated county conservation and development to serve the needs and general welfare of the residents of this county in accordance with Act 282 as amended. In addition, the Commission works to enhance the community and county services by providing guidance in and leadership to issues brought before the Commission.

Section 2 The Commission shall have all the powers, authority, obligations and duties conferred or imposed upon it by said Act 282 as amended by the State of Michigan.

Article III – Members

Section 1 The Commission shall consist of up to 11 members with one of those members being a representative of the Van Buren County Board of Commissioners. Members will represent all geographical areas of the county and have qualifications that will be beneficial to the Committee.

Section 2 The Van Buren County Board of Commissioners makes all appointments to the Commission. The planning Commission may make recommendations to the Board of Commissioners prior to appointments being made.

Section 3 A regular term of office is two years.

Section 4 Members can be re-appointed to the Commission.

Section 5 Members of the Commission shall receive compensation and mileage specified by the County Board of Commissioners. All members of the Commission shall be reimbursed for actual, reasonable and necessary expenses incurred in the discharge of their duties.

Section 6 Members of the Commission cannot simultaneously serve on a city, village or township government's planning or zoning board, zoning board of appeals or hold elected office on a city, village or township board.

Section 7 If any member fails to attend three (3) consecutive regular scheduled meetings of the Commission, without approval of the chairperson, a vacancy shall exist and an appointment shall be made by the Board of Commissioners as soon as possible.

Section 8 The Van Buren County Planning Director (Director) shall act as the Secretary of the Planning Commission

Article IV – Duties of Planning Staff

Section 1 The Director shall be responsible for all technical studies, investigations, surveys, reports and recommendations authorized or prepared on behalf of the Commission.

Section 2 The Director shall report monthly on the status of planning issues his or her office is handling.

Section 3 The Director shall be responsible for maintaining the records of the Commission's actions minutes receipts and disbursements, etc. All such official records shall be kept on file in the Planning and Land Management Office.

Section 4 The Director shall be responsible for preparing the annual budget for the Commission's consideration and for administering and maintaining the budget as reviewed by the Planning Commission Chairperson and approved by the Commission.

Section 5 The Director shall be responsible for the day to day conduct and administration of the Commission's business and the Commission's staff, work assignments and those other administrative duties necessary to the effective disposition of the Commission's ongoing activities.

Section 6 If the Commission shall have occasion to make disbursements from funds under its control, all checks, the Director (or other designee as set by the Commission) shall handle drafts and orders for payment of money in the name of the Planning Commission with prior review and approval by the Commission.

Article V – Officers

Section 1 The officers of the Planning Commission shall be elected by the members of the Commission at their regular annual meeting. If the election of officers is not held at such meeting, the election shall be held as soon thereafter as conveniently possible. New offices shall be created and filled at any meeting of the Commission. Each officer shall hold office until his or her successor has been duly elected.

Section 2 The Commission shall elect a Chairperson and Vice- Chairperson from its appointed members and shall appoint a secretary and create and fill such other offices as it may be determined necessary.

Section 3 The Chairperson shall preside at all meetings, appoint committees as needed subject to the approval of the planning Commission, and perform such duties as may be delegated by the Planning Commission.

Section 4 The Chairperson shall be the official spokesperson for the Commission policy matters.

Section 5 The Vice-Chairperson shall preside in the absence of the Chairperson.

Section 6 The Secretary may not be a member of the Planning Commission.

Section 7 The Chairperson shall appoint a nominating committee for the selection of officers at the December meeting. The recommendation of officers from that committee will be voted on at the regular Annual meeting.

Article VI – Meetings

Section 1 Regular meetings shall be held on the 4th Wednesday of each month commencing at a regular time to be set at the annual meeting. November and December meetings are held on the 3rd Wednesday of the month and shall be convened at a time set at the annual meeting or as set by the Chairperson.

Section 2 The regular annual meeting shall take place in January or as set by the Chairperson.

Section 3 Special meetings may be called by the Chair or Vice-Chairperson, or by three or more members of the Commission, at such time and place as deemed necessary after proper notice. Notices of special meetings, together with an agenda and purpose shall be given to members not later than 24 hours preceding such meeting.

Section 4 All meetings for the taking of official action shall be open to the public. The Commission may meet in executive session upon affirmative vote of a majority of a quorum.

Section 5 Regular meetings of the Commission shall be held at a time and place as the Commission determines (the 4th Wednesday of the month).

Section 6 A majority of the members in office constitutes a quorum for the transaction of business. A majority vote of the members present at a meeting shall constitute the action of the Commission, unless a larger majority is required by statute or elsewhere in these bylaws.

Article VII – Executive Committee

When the execution of any contract, conveyance of other instrument has been authorized without specification of the executing officers, the chairperson of the planning Commission or the Vice-chairperson and the Secretary may execute the same in the name of the Planning Commission.

The Commission shall have the power to designate the officers and agents who shall have authority to execute any instrument on behalf of the Planning Commission.

Article VIII– Committees

Standing and special committees shall be as authorized by the Commission and appointed by the Chairperson as necessary, subject to the approval of the Commission.

Article IX Parliamentary Authority

The rules obtained in the current edition of Robert’s Rules of Order Newly Revised shall govern this Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order that the Commission may adopt.

Article X – Amendments

Section 1 Recommendations of changes to these bylaws can be made at any regular meeting by a majority vote of the members on the Planning Commission, provided the proposed changes have been read at a preceding meeting.

Section 2 The County Board of Commissioners must approve all amendments to these by-laws.