

MENOMINEE COUNTY PLANNING COMMISSION
5904 U.S. Highway 41, Stephenson, Mi 49887-8808 . (906) 753-2209 OR 800-236-1678

MENOMINEE COUNTY PLANNING COMMITTEE

BY-LAWS

Meetings

The Menominee County Planning Committee shall meet under Michigan's Open Meetings Act (Act 267 of 1976). The Planning committee shall hold a minimum of four regular meetings each year.

The Planning Committee shall be reorganized at the reorganizational meeting held at the first meeting of the year. At this time, the Planning Committee shall elect a Chairperson, Vice-Chairperson, and Secretary.

In case of a vacancy in the office of Chairperson of the Planning Committee, the Vice-Chairperson shall assume the office. In the case of a vacancy in the office of the Vice-Chairperson, the Planning Committee shall hold an election at the next meeting after the vacancy occurs. In the case of a vacancy in the office of Secretary, the Chairperson of the Planning Committee shall temporarily appoint another member to perform the duties of this office until a Secretary is appointed by the Chairperson.

Within ten (10) days of a regular called meeting, the time and place shall be posted with the Menominee County Clerk and in the lobby of the Stephenson Annex Building in Stephenson. Each meeting the Secretary shall mail to board members and the Menominee County Clerk notice of the next meeting at least five (5) days before the scheduled time of the meeting. Notice to board members shall include: the time and place of the meeting; the proposed agenda; the unapproved minutes of the previous meeting.

Anyone desiring to meet with the Planning Committee may submit the request in writing to the Chairperson at least ten (10) days before the meeting. This request should include the reasons for the requested meeting, so it may be placed on the agenda.

A special meeting of the Planning Committee may be called by the Chairperson or by two other board members. Board members and the Menominee County Clerk shall be informed of this meeting at least eighteen (18) hours before this meeting is to be held. Notice of this meeting shall also be posted in the lobby of the Stephenson Annex Building.

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Approved:

The Chairperson shall preside at all meetings, appoint committees, authorize calls for special meetings, and generally perform the duties of a presiding officer. In the Chairperson's absence, the Vice-Chairperson shall assume his duties. In the Chairperson and Vice-Chairperson's absence, the Secretary of the Board, shall chair meetings.

The Planning Committee shall observe the following order of business:

1. Call to Order and Roll Call
2. Adoption of the Agenda
3. Public Participation
4. Approval of Minutes of the Previous Meeting
5. Chairperson's Report
6. Old Business
7. New Business
10. Other Board Concerns
11. Public Participation
12. Adjournment

The Planning Committee shall observe Robert's Rules of Order, Revised unless such rules are in conflict with statutory provisions or constitutional rights of Planning Committee members.

A majority of members of the Planning Committee shall constitute a quorum. A majority of members of the full board present is required to approve a motion. A majority of members of the full board is required to approve the amendment to these By-Laws.

These By-Laws, approved at the meeting, replace those approved at the meeting of.