

I. AUTHORITY

These By-laws and rules of Procedure are adopted by the City of Gladstone Planning Commission (hereinafter called Planning Commission) pursuant to Public Act 285 of 1931, as amended.

II. MEMBERSHIP

- A. Except as otherwise provided in this document, the Planning Commission shall consist of seven members who shall be appointed by the mayor, subject to the approval by a majority vote of the members elect of the City Commission.
- B. The term of each Planning Commission member shall be three years. All members shall hold office until their successors are appointed. Members may, be removed from office by the City Commission for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.
- C. Vacancies occurring in office other than through the expiration of term shall be filled through appointment by the mayor for the un-expired term.
- D. Members of the Planning Commission shall serve without compensation for their services, unless otherwise provided by the City Commission.
- E. Members of the Planning Commission and staff shall be entitled to receive reimbursement for expenses incurred for travel in the performance of activities authorized by the City Commission, including but not limited to, attendance at conferences, workshops, educational and training programs and meetings. Such reimbursement for expenses shall be at the rates provided by the city for travel by City Staff. However, the following types of travel shall not be eligible for reimbursement:
 - 1. Travel to and from Planning Commission meetings.
 - 2. Local Travel for the purpose of viewing sites, which will be the subject of Planning Commission action.
 - 3. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
 - 4. Travel for which there is no funds available in the Planning Commission budget.
 - 5. Travel which the chairperson of the Planning Commission, in his or her sole discretion, determines to be not eligible for reimbursement under these provisions.

III. OFFICERS

A. Selection

1. The officers of the Planning Commission shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the Planning Commission.
2. The election of all officers shall occur at the Planning Commission's first regular meeting after September 30 each year.
3. Nominations of members for an office shall be by a current member of the Planning Commission during the meeting when elections are held.
4. All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination.
5. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
6. To be elected to an office, a nominee must receive a majority of the votes of the full Planning Commission.
7. All terms of office shall be for one year with eligibility for reelection.

B. Resignation of the Officers

1. An officer may resign his/her office by submitting a letter to the Planning Commission Chairperson.
2. The resignation from office will not become effective until acted upon and accepted by the Planning Commission at its next regularly scheduled meeting.

C. Duties of the Officers

1. The Chairperson shall:
 - (a) 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.
 - (b) As appropriate, act as liaison between the Planning Commission and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
 - (c) Appoint such committees and subcommittees as the Chairperson deems desirable.
 - (d) In cooperation with the Zoning Administration, prepare the agendas for all meetings.

- (e) Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
 - (f) Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
 - (g) Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
 - (h) Appoint the recording secretary to record the official record of the meeting.
 - (i) The Chairperson shall have the duty to vote in the same manner as members of the planning commission.
2. The Vice-Chairperson/Secretary shall:
- (a) Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.
 - (b) Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Planning Commission shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
 - (c) Perform such other duties as the Chairperson may assign.
 - (d) As Secretary of the Planning Commission shall:
 - (1) Execute documents in the name of the Commission.
 - (2) Review and sign the draft of the minutes.
 - (3) Receive all communications addressed to the Secretary.
 - (4) Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
 - (5) Perform such other duties as may be ordered by the Chairperson or Planning Commission
3. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review and signature by the Secretary, perform the duties delegated to the recording secretary by the Secretary, and perform other duties as may be ordered by the Chairperson or Planning Commission.

IV. MEETINGS

A. Meeting Notices