



EXCERPT FROM PLANNING COMMISSION BY-LAWS

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 be 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.