

## CHAPTER 2, ARTICLE IV, DIVISION 2 – PLAN COMMISSION

### Sec. 2-123. - Village plan commission created.

- (a) *Authority.* A Village Plan Commission is hereby created and shall operate as an advisory board under the provisions of Wis. Stats. §62.23.
- (b) *Composition.* The Plan Commission shall consist of seven members; two village board members; **one being the village president** and one being a village trustee, and five citizens. The members shall be persons whose experience and qualifications are of such kind and nature as to prepare them to discharge the duties required of them.
- (c) *Village Board Members.* The **village president shall assume the role of the Plan Commission presiding officer** and shall serve for the balance of their term in office. A village trustee shall be appointed by the Village President and approved by a 2/3 majority vote at the first meeting of the Village Board held after the Spring Election and shall serve for the balance of their term in office.
- (d) *Citizen Members.* The citizen members shall be appointed by the village president and confirmed by a simple majority vote of the Village Board. Citizen Members shall be citizens of the United States and residents of the Village of Harrison who are not Village elected or appointed officials. The terms shall be staggered from the succeeding May 1, so that no more than two citizen member terms expire in the same year. Thereafter, appointments shall be made in April for each term expiring May 1 and shall be for a term of three years.
- (e) *Removal.* Except as provided in Wis. Stat. sec. 60.30 (1e) (c) and (f), any appointed village officers may be removed, at pleasure, by a majority vote of all the members of the village board per Wis. Stat. sec. 17.13(1).
- (f) *Vacancy.* Should any vacancy occur among the members by reason of death, resignation, disability, removal, or otherwise, immediate notice thereof shall be given to the President and the Village Board. A replacement to fulfill the unexpired term shall be appointed as soon as feasibly possible.
- (c) The Village Plan Commission shall have all of the rights, duties and obligations established for it, pursuant to Wis. Stats. § 62.23, and shall operate within the rules of that statute and the interpretations thereof.

### Sec. 2-124. - Duties and powers of officers.

The duties and powers of the officers of the planning commission shall be as follows:

- (a) *Chairperson.*
  - (1) Preside at all meetings of the commission.
  - (2) Call special meetings of the commission in accordance with the bylaws.
  - (3) Sign documents authorized by the commission and the village board.
  - (4) Conduct all commission meetings in accordance with parliamentary law.
- (b) *Vice-chairperson.* During the absence, disability or disqualification of the chairperson, the vice-chairperson shall exercise or perform all the duties and be subject to all responsibilities of the chairperson.
- (c) *Recording secretary; village planner or their designee.*
  - (1) Keep the minutes of all meetings of the commission in an appropriate minutes book.
  - (2) Give or serve all notices required by law or by the bylaws.
  - (3) Prepare the agenda for all meetings of the commission.
  - (4) Be custodian of commission records.
  - (5) Inform the commission of correspondence relating to business of the commission and distribute such correspondence.
  - (6) Handle funds allocated to the commission in accordance with its directives, the law, and village regulations.
  - (7) Cosign official documents as required by the commission and the village board.