



City of Westland
Planning Commission By-Laws
Adopted May 05th, 2021

<u>ARTICLE NUMBER – SUBJECT</u>	<u>PAGE NUMBER</u>
ARTICLE I - DUTIES & RESPONSIBILITIES.....	2
ARTICLE II - MEMBERSHIP.....	2
ARTICLE III - OFFICERS	3
ARTICLE IV - MEETINGS.....	4
ARTICLE V - AMENDMENTS.....	5
ARTICLE VI – PUBLIC NOTICE	5
ARTICLE VII - ATTENDANCE	5
ARTICLE VIII - MISCELLANEOUS.....	6
ARTICLE IX – EFFECTIVE DATE.....	6

STATEMENT OF BY-LAWS

The City of Westland

Planning Commission

(A City Planning Commission formed pursuant to Act 285 of the Public Acts of 1981, as amended)

ARTICLE I – DUTIES & RESPONSIBILITIES

The duties and responsibilities of the City Planning Commission shall be governed by Article II of Chapter 74 of the Westland Code of Ordinances.

ARTICLE II – MEMBERSHIP

SECTION 1.1 – NUMBER/APPOINTMENT

The City of Westland Planning Commission shall consist 9 members who shall be appointed by the mayor, subject to the approval by a majority vote of the members-elect of the city council. Members of the planning commission shall hold no other municipal office, except that one of such members may be a member of the zoning board of appeals.

SECTION 1.2 – TERM

The term of each member of the planning commission shall be three years. All members of the planning commission shall hold office until their successors are appointed.

SECTION 1.3 – REMOVAL OF MEMBERS

Members of the planning commission may be removed by the mayor for inefficiency, neglect of duty or malfeasance in office.

SECTION 1.4 – FILLING OF VACANCIES

Vacancies occurring on the planning commission otherwise than through the expiration of the term of any member shall be filled for the unexpired term by the mayor.

ARTICLE III – OFFICERS

SECTION 2.1 - SELECTION

The first meeting in January shall be considered the Planning Commission's organizational meeting, at which the Planning Commission shall elect, by a majority vote, from its membership a Chairperson, Vice Chairperson, Secretary and any other officers deemed necessary. All officers are eligible for re-election.

SECTION 2.2 - CHAIRPERSON

The Chairperson shall be the chief executive officer of the Commission and shall preside at all meetings of the Commission.

SECTION 2.3 – VICE CHAIRPERSON

In the event that the office of Chairperson becomes vacant, the Vice Chairperson shall serve as Chairperson until a new Chairperson is elected. In the event of the absence of the Chairperson or inability to discharge the duties of that office, such duties shall, for the time being, devolve upon the Vice Chairperson until the Chairperson returns or a new Chairperson is elected

SECTION 2.4 - SECRETARY

The Secretary shall be responsible for the minutes of each meeting and hearing and for the records of the Commission.

SECTION 2.5 - FILLING OF VACANCIES

In the event of a vacancy in any office, the officer next in line of authority shall succeed to such office for the unexpired term as follows: Chairperson, Vice Chairperson, and Secretary.

ARTICLE IV – MEETINGS

SECTION 3.1 - REGULAR MEETINGS

The regular meetings of the Commission shall be held at 6:00 p.m. on the first Tuesday of each calendar month unless otherwise noted due to holidays or other events. A schedule of regular meetings for the forthcoming year will be approved during the December meeting. This schedule and time of meetings will be posted in general view of the public.

SECTION 3.2 - SPECIAL MEETINGS

Special meetings and hearings shall be called at the request of the Chairperson or any three Commissioners. Notice of special meetings and hearings shall be given at least fifteen days prior to such meeting or hearing.

SECTION 3.3 - AGENDA

The Planning Commission shall establish deadlines for items to be included on the agenda. Applications may only be considered for placement on the agenda when all required documentation has been submitted and included for review in the Planning Commissions packet.

SECTION 3.4 - PUBLIC

All regular, and special meetings shall be open to the public. All meetings of the Planning Commission, hearings, records, and accounts are subject to the Open Meetings Act and shall be properly publicized prior to being held.

SECTION 3.5 - QUORUM

A majority of the total number of members, serving at the time of a meeting, shall constitute a quorum for the transaction of business and the taking of official action for all matters. A majority vote of members present at a regular or special meeting may effectuate an action or a decision of the Planning Commission in all other matters of business.

SECTION 3.6 - MOTIONS

Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and the supporter of a motion shall be recorded for the minutes.

SECTION 3.7 - VOTING

Voting on minutes, opening and closing of public hearings, election of officers, recess and adjournment shall be by voice and shall be recorded by yeas and nays, unless a roll call vote is requested by any member of the Commission. Roll call votes will be recorded on all other matters before the Commission. A member of the Planning Commission can only abstain from voting on a motion if he/she finds a conflict of interest on a motion or, for minutes, if not in attendance at previous meeting.

ARTICLE V – AMENDMENTS

SECTION 4.1 - AMENDMENTS

The By-Laws, in whole or in part, may be altered amended, added to, or repealed by an affirmative vote of two-thirds of the Commission at any regular or special meeting. Public notice of the amendment shall be posted in the agenda that is made available to the public before the meeting.

ARTICLE VI - PUBLIC NOTICE

SECTION 5.1 – PUBLIC NOTICE

1. The City Planner, on behalf of the Commission, shall arrange for and give all required notices of the meetings and hearing of the Commission, which includes posting agendas in the newspaper and sending notices to all record owners of property situated within three hundred (300) feet of subject properties in accordance with the governing laws
2. Unless otherwise provided by law, the notice shall be sufficient if it is in writing, states the date, time and place of the Commission meeting or hearing, sets forth the involved and is mailed at least ten (15) days prior to the meeting or hearing.

ARTICLE VII – ATTENDANCE

SECTION 6.1 – ATTENDANCE

Each member of the Planning Commission is required to attend a minimum of two-thirds of the regularly scheduled Planning Commission meetings in a calendar year. If a member has not fulfilled this requirement during

a twelve (12) month period, the Commission may declare that member's position vacant by a majority vote of the Commission. The Planning Commission, through the City Planner, shall in writing, notify the Mayor of its decision. The Planning Commission may grant a waiver, given sufficient explanation of extenuating circumstances.

ARTICLE VIII – MISCELLANEOUS

SECTION 6.1 – MISCELLANEOUS

1. The Commission may temporarily suspend any of these Rules and Regulations of Procedure by an affirmative vote of not less than six (6) members of the Commission.
2. Excepting as provided herein, parliamentary procedure shall be governed by the latest revised edition of Robert's Rules of Order.
3. Planning Commission By-Laws shall be reviewed every three years from the date of adoption of May 05th, 2024.

ARTICLE IV - EFFECTIVE DATE

SECTION 7.1 - EFFECTIVE DATE

These By-Laws of the Planning Commission, City of Westland, Wayne County, Michigan were adopted at a regular meeting of the Planning Commission held on May 05th, 2021. The rules shall have immediate effect.