

## **City of Flat Rock Planning Commission Bylaws and Rules of Procedure**

1. **AUTHORITY.** These rules of procedures are adopted by the Flat Rock Planning Commission (hereinafter referred to as the Commission) pursuant to Public Act 33 of 2008, as amended, the Planning Enabling Act, and Public Act of 267 of 1976, as amended, the Open Meetings Act.
2. **OFFICERS.**
  - 2.1 Selection. At the Flat Rock meeting, the Commission shall elect a Chairperson and Vice-Chairperson from its membership and appoint a Secretary. All shall serve for a twelve (12) month period and shall be eligible for re-election or reappointment.
  - 2.2 Duties. A Chairperson shall preside at all meetings and shall conduct all meetings in accordance with the rules provided herein. The Vice-Chairperson shall act in the capacity of the Chairperson in the absence of the Chairperson and shall succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Commission shall select a successor to the office of Vice-Chairperson at the earliest practicable time. The Secretary shall be responsible for overseeing: the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the Commission, issuing notices of public hearing, and performing related administrative duties to assure efficient and informed Commission operations. In the event the Secretary is absent, the Chairperson or acting Chairperson shall appoint a temporary Secretary for such meeting.
3. **MEETINGS.**
  - 3.1 Meeting Notices. All meetings shall be posted according to the Open Meetings Act. The notice shall include the date, time and location of the meeting.
  - 3.2 Regular Meetings. Regular meetings of the Commission shall be held monthly in City Hall on a date established by the Commission. The dates and times shall be posted at City Hall and a notice shall be published in accordance with the Open Meetings Act. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the Commission shall select suitable alternate dates in the same month, in accordance with the Open Meetings Act.
  - 3.3 Special Meetings. A special meeting may be called by three members of the Planning Commission upon written request to the Secretary or by the Chairperson. Any business that the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with the Open Meetings Act. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Open Meetings Act, and the Secretary shall notify Commission Members not less than 48 hours in advance of the meeting.

Adopted: 2008

Amended: January 25, 2021

- 3.4 Quorum. In order for the Commission to conduct business or take any official action, a quorum consisting of the majority of the voting members of the Commission shall be present. When a quorum is not present, no official action, except for closing of the meeting may take place. The members of the Commission may discuss matters of interest but can take no action until the next regular or special meeting. All public hearings without a quorum shall be scheduled for the next regular or special meeting.
- 3.5 Hearings. Hearings shall be scheduled, and due notice given in accordance with the provisions of the acts and ordinance cited in Section 1. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion.
- 3.6 Motions. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporters of the motions shall be recorded.
- 3.7 Voting. An affirmative vote of the majority of the Commission members present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if requested by any Commission member or directed by the Chairperson. All members of the Commission including the chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bona fide conflict of interest as recognized by the majority of the remaining members of the Commission. Any member abstaining from a vote shall not participate in the discussion of that item.
- 3.8 Order of Business. A written agenda for all regular meetings shall be prepared as followed. The order of business shall be:
1. Call to Order
  2. Pledge of Allegiance
  3. Approval of Agenda
  4. Approval of Minutes
  5. Citizens to be heard/Public Comment (three-minute time limit, agenda items only)
  6. Public Hearings
  7. Unfinished Business
  8. New Business
  9. Planners Corner
  10. Information/Correspondence
  11. Public Comment (three-minute time limit)
  12. Commissioner Comments
  13. Adjourn

A written agenda for special meetings shall be prepared and followed. However, the form as enumerated above shall not be necessary for special meetings.

- 3.9 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedures, as governed by Robert's Rules of Order.
- 3.10 Notice of Decisions. A written notice containing the decision of the Planning Commission will be sent to the originators of any action.
- 3.11 Conflict of Interest. Members shall adhere to provisions of stature relating to conflict of interest.
- 3.12 Recommendation for Dismissal. The Commission may recommend to the Flat Rock City Council dismissal of any member who misses at least three consecutive regular meetings.

**4 MINUTES.** Commission minutes shall be prepared by the Secretary of the Commission, or any other person or City staff assigned to perform such duties. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be annually deposited with the City Clerk.

**5 OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS.**

- 5.1 All meetings of the Commission shall be opened to the public and held in a place available to the general public.
- 5.2 All deliberations and decisions of the Commission shall be made at a meeting open to the public.
- 5.3 A person shall be permitted to address a hearing of the Commission under the rules established in subsection 3.5, and to address the Commission concerning non-hearing matters under the rules established in Section 3.8 to the extent that they are applicable.
- 5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.
- 5.5 All records, files, publications, correspondence, and other materials available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

**6 EXPENDITURE OF FUNDS.** Funds allocated to the Commission by the Flat Rock City Council or through any other sources shall be allocated based on policy established by the Commission.

**7 AMENDMENTS.** These rules may be amended by a concurring vote pursuant to Section 3.9 during any regular meeting, provided that all members have received an advanced copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

Adopted: 2008

Amended: January 25, 2021