

**BY-LAWS**  
**OF**  
**KEWEENAW COUNTY PLANNING COMMISSION**

The original by-laws were compiled by a duly appointed committee consisting of John J. Lanyon and Gordon J. Jaaskelainen and were adopted by the Keweenaw County Planning Commission on April 17, 1962. These by-laws were revised by the Planning Commission in October 2015 pursuant to P.A. 33 of 2008.

**ARTICLE I - Title of the Commission**

Section 1. The title of this commission shall be Keweenaw County Planning Commission of Keweenaw County, State of Michigan,

Section 2. The Keweenaw County Planning Commission was originally created by the Keweenaw County Board of Supervisors on 14 November 1961 under the authority granted the Board of Commissioners by the County Planning Commission Act, Act 282, Public Acts of the State of Michigan (now repealed). The revised by-laws bring the operation of the Planning Commission into compliance with the Michigan Planning Enabling Act, Public Act 33 of 2008 of the State of Michigan.

## ARTICLE II - Purpose

Section 1. To provide a general development guide for The County of Keweenaw, Michigan.

1. Educate the public about planning issues, the master plan and land use regulations (zoning).
2. Cooperate and coordinate with other units of government on planning.
3. Prepare, adopt and maintain a master plan.
4. Review and comment on other community's draft master plans.
5. Draft a zoning ordinance and amendments and review various zoning proposals (if the planning commission has zoning authority).
6. Review and comment on public works.
7. Prepare and adopt a capital improvement program (unless exempt).
8. Prepare subdivision regulations and advise on proposed plats (if there are adopted subdivision regulations)

## ARTICLE III - Membership

Section 1. The membership of this commission shall consist **of seven or nine persons** representing as many of the diverse interests of the County as is physically possible as well as each of the townships.

Section 2. Membership to this commission shall be made by appointment by the Keweenaw County Board of Commissioners **following the recommendations of the Planning Commission.**

Section 3. Appointments to the commission shall be for a term of three years, excepting that the original appointments shall be so arranged as to cause the terms of no more than three members to expire in any one year. There are no term limits.

Section 4. A quorum of this commission shall consist of no less than five members. A majority of the commission shall consist of a majority of the members present and voting.

ARTICLE IV - Officers of the Commission

Section 1. The officers of this commission shall consist of a chairman, vice-chairman, secretary.

Section 2. The chairman, vice-chairman, secretary shall be elected annually at a regular meeting.

Section 3. Vacancies in elective offices shall be filled by a special election governed by the regulation provided for in the annual election.

ARTICLE V - Meetings of the Commission

Section 1. The regular meeting of this commission **shall be no less than 10 monthly** with the date and time to be determined by the commission.

Section 2. Special meetings may be called at the discretion of the chairman. In the absence of the chairman, special meetings may be called by the vice-chairman. In the absence of both, two-thirds of the total membership may call a special meeting. A quorum of the commission present shall be necessary to open a meeting.

ARTICLE VI - Order of Business

Section 1. At all regular meetings of this commission, business shall be conducted in a reasonable manner with decorum. An agenda for the meeting's business will be established at the beginning of each meeting after roll call.

ARTICLE VII - Committees

Section 1. All committees, standing and special, shall be appointed by the chairman and approved by a majority of the members present. Their duties shall be as defined by the chairman at the time of their appointment.

ARTICLE VIII - Accounts against the Commission

Section 1. No accounts against this commission shall be paid unless

accompanied by a signed order on this commission bearing the signature of both the chairman and secretary of the commission.

#### ARTICLE IX - Parliamentary Authority

Section 1. The rules contained in "Roberts Rules of Order" shall govern this commission in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or special rules of this commission.

#### ARTICLE X - Conflict of Interest.

Section 1. All members of the Commission's staff shall avoid situations which are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:

1. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
2. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
3. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
4. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
5. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
6. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
  - a) an applicant or agent for an applicant, or
  - b) has a direct interest in the outcome.

Section 2. When a conflict of interest exists staff shall do all of the following immediately, upon first review of the case and determining a conflict exists:

1. declare a conflict exists,
2. cease to process the case any further, and
3. forward the case, and all pertinent records, to an alternate, assistant, or manager so the case is dealt with by someone else.

## ARTICLE XI - Records

### Section 1. Minutes and Records.

The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings, which shall at a minimum include an indication of the following:

1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 etseq.)
2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
  - a. Time and place the meeting was called to order.
  - b. Attendance.
  - c. Indication of others present (listing names if others choose to sign in and/or a count of those present).
  - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
  - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
  - f. Full text of all motions introduced, who made the motion and who seconded the motion.
  - g. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the

vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."

h. Public comment

i. Time of adjournment.

j. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

#### ARTICLE XII. - Amendments

Section 1. These by-laws may be altered or amended or others substituted for them provided such changes or substitutions shall be proposed at a regular meeting and that such changes and substitutions are in accordance with the Constitution and laws of the State of Michigan that govern county planning commissions. A vote of two-thirds of the total membership of this commission shall be necessary to alter or amend these by-laws.

#### ARTICLE XIII - Repealing Clause

Section 1. All by-laws of this commission heretofore in force and resolutions not in accordance with these by-laws are hereby repealed.

These by-laws were adopted by the Keweenaw County Planning Commission at their regular meeting on October 29, 2015

By-laws approved by the Keweenaw County Board of Commissioners at their regular meeting on **November 18, 2015.**

\_\_\_\_\_ Signed By Julie Carlson

dated \_\_\_\_11/19/15\_\_

Julie Carlson, County Clerk