

**VILLAGE OF RAVENNA
PLANNING COMMISSION
RULES OF PROCEDURE**

1. AUTHORITY

These rules of procedure are adopted by the Planning Commission of the Village of Ravenna, Michigan (hereinafter referred to as the Commission) pursuant to Public Act 33 of 2008, the Planning Enabling Act, as amended, Public Act 110 of 2006 Zoning Enabling Act, as amended, and Public Act 267 of 1976, as amended, the Open Meetings Act.

2. MEMBERSHIP

2.1 Membership and Appointment. The Commission shall consist of seven (7) members. Members of the Commission shall be appointed by the Village President, subject to approval by a majority vote of the members of the Village Council elected and serving.

2.1.1 Members shall be eligible for reappointment.

2.1.2 All members shall be qualified electors of a local unit of government within the State of Michigan.

2.1.2.1 All members, except for no more than 2, shall be qualified electors of the Village of Ravenna until the population of the Village exceeds 5,000 in the most recent federal or state census.

2.1.3 The Commission membership shall include at least one, but no more than two members of the Village Council.

2.2 Term. The term of each member shall be three (3) years.

2.2.1 The term expiration dates, except for ex officio members, shall be staggered so that not more than two terms expire each year.

2.2.2 The term expiration date for an ex officio member who is either the Village President or person designated by the Village President shall correspond to term of the Village President.

2.2.3 The term expiration date for an ex officio member of the Village Council shall expire with his or her term on the Village Council.

2.2.4 Vacancies in unexpired terms shall be filled for the remainder of such terms.

2.2.5 A member shall hold office until his or her successor is appointed.

2.3 Removal and Resignation.

2.3.1 Resignations shall be accepted in written or electronic form to the Commission chairperson or the Village Council. The resignation shall state the effective date or be assumed to be effective when presented.

2.3.2 The Village Council may remove a member for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing.

2.3.3 Three (3) consecutive absences shall be grounds for removal.

2.3.3.1 The Commission secretary shall notify the Village Council or any member who is absent from three consecutive meetings.

2.3.3.2 The member has the option to request a public hearing.

2.3.3.3 The Village Council shall vote on removal at the next regularly scheduled meeting.

3. OFFICERS

3.1 At the January meeting of each year, or in the event of removal or resignation, the Commission shall select from its membership a chairperson, vice-chairperson and secretary. Officers shall be eligible for re-election. Ex officio members are not eligible to serve as a chairperson.

3.2 An officer may be removed from their planning commission office by a majority vote of the Commission.

3.3 The chairperson shall preside at all meetings, appoint committees, and shall conduct meetings in accordance with the rules provided herein.

3.3.1 The chairperson shall be responsible for preparing a tentative agenda for Commission meetings. The agenda may be modified by action of the Commission.

3.3.2 The Chairman shall present a written report at the beginning of each calendar year.

3.4 The vice-chairperson shall act in the capacity of the chairperson in the absence of the chairperson.

- 3.5 The secretary shall be responsible for the preparation of minutes, and performing related administrative duties for the Commission.
 - 3.5.1 In the event the secretary is absent, the chairperson or acting chairperson shall appoint a temporary secretary for the meeting.
 - 3.5.2 **Public Records.** The secretary shall exercise care to ensure writings prepared, owned, used, in the possession of, or retained by a planning commission in the performance of an official function shall be made available to the public.
 - 3.5.3 **Minutes.** The secretary shall be responsible for ensuring a suitable record of the minutes of each meeting of the Commission and its committees are presented to the Village clerk for permanent record retention within 5 business days.
 - 3.5.3.1 The minutes shall contain the date, time, place, members present and absent, any decisions made, all roll call votes taken.
 - 3.5.3.2 The minutes may also include a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes, complete statement of the conditions and recommendations made on any action.
 - 3.5.3.3 The minutes are considered proposed until the next meeting at which the Commission shall make any corrections and approve the minutes. Corrected minutes shall show both the original entry and correction.
 - 3.5.4 **Correspondence.** The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the planning commission and in the name of the planning commission. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the planning commission.
 - 3.2.1 **Attendance.** The secretary shall be responsible for maintaining an attendance record for each planning commission member and report those records annually to the planning commission for inclusion in the annual report to the Village Council.
 - 3.2.1.1 **Absences.** To be excused, members of the Commission shall notify another member when they intend to be absent from a meeting. Failure to make this notification prior to the meeting shall result in an unexcused absence.
 - 3.2.2 **Notices.** The secretary shall oversee the issuance of such notices as may be required by the planning commission, including Open Meetings Act notices, as well as notice required for specific planning or zoning actions under the Michigan Planning Enabling Act or the Michigan Zoning Enabling Act.
 - 3.2.3 **Village Staff.** If the secretary so chooses, the Village of Ravenna clerk or treasurer may assist with notices, required distributions and other documents.
- 3.3 **Tenure.** Officers shall take office immediately following their election. They shall hold their office for a term of one year, or until their successors are elected and assume office.

4. MEETINGS

- 4.1 **Meetings Notices.** Meeting notices shall be posted in accordance with the Open Meetings Act. Notices shall include the date, time and location of the meeting.
- 4.2 **Meetings.** There shall be not be less than 4 regular Commission meetings each year.
 - 4.2.1 Regular meetings shall be the second Tuesday of each month at a 7:00 PM at the Village of Ravenna meeting room or as determined through resolution of the Commission.
 - 4.2.2 A special meeting may be called by the chairperson or by two members of the Commission, upon written request to the secretary. Written notice of a special meeting shall be sent to members not less than 48 hours before the meeting.
- 4.3 **Quorum.** For the Commission to conduct business or take any official action, a quorum consisting of four (4) members of the Commission shall be present. When a quorum is not present, no official action, except for closing of meeting may take place. Any committees of the Commission shall consist of no more than 3 members.
- 4.4 **Agenda.** A written agenda shall be prepared for each regular meeting. Except as modified the order of business shall be:
 - 1. Call to Order; Roll Call of Commissioners
 - 2. Approval of Minutes of last Meeting
 - 3. Approval of Agenda

4. Public Hearings
5. New Business
6. Old Business
7. Public Comments
8. Correspondence
9. Reports to the Commission
10. Commissioner Comments
11. Adjournment

4.6 **Open Meetings Act.** All meetings shall be held in conformance with the Open Meetings Act.

5. HEARINGS

5.1 **Public Hearings.** Public hearings conducted by the Commission shall be run in an orderly and timely fashion. Any person shall be permitted to address the meeting of the Commission during the time specifically provided on the agenda. The Chairperson shall declare the hearing open, and state its purpose. The Chairperson shall recognize persons wishing to speak, and may impose a time limit on speakers when necessary to conduct the hearing in a timely manner.

5.2 **Voting.** An affirmative vote of the majority of the commission present shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be by voice vote; provided, however, that a roll call vote shall be required if requested by any Commission member, directed by the Chairperson or to approve any part of the master plan or amendments to the plan or to amend these bylaws. All members of the Commission shall vote on all matters. Any member may abstain from voting. Any member with a reasonable conflict of interest must disclose the potential conflict of interest to the Commission prior to voting or discussion on the matter and shall abstain from voting. The member with the conflict of interest shall not join into Commission discussion on the matter. The member with the conflict of interest may speak on the matter in the method and manner afforded to the general public while the matter is under Commission discussion.

5.3 **Rules of Order.** All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedure, as governed by the current edition of Robert's Rules of Order.

6. DUTIES

6.1 Prepare, review and update a master plan as a guide for development within the Village's planning jurisdiction.

6.2 Review and update asset management plans for storm water, wastewater, drinking water or streets as requested by the Village Council one of its committees.

6.3 Review and update Recreation plans as requested by the Village Council or one of its committees.

6.4 Take such action on written petitions, staff proposals and Village Council requests for amendments to the zoning ordinance as required.

6.5 Take such action on written petitions, staff proposals and Village Council requests for amendments to the master land use plan as required.

6.6 Prepare an annual written report to the Village Council of the planning commission's operations and the status of planning activities, including recommendations regarding actions by the Village Council related to planning and development.

6.7 Take such actions as authorized or required by the Michigan Planning Enabling Act or Michigan Zoning Enabling Act.

6.8 Review subdivision proposals and recommend appropriate actions to the Village Council.

6.9 Perform other duties and responsibilities or respond as requested by the Village Council.

7. AMENDMENTS

These rules may be amended by the Commission by a concurring vote pursuant to subsection 5.3 during any regular meeting, provided that all members have received an advance copy of the proposed amendments.

THESE RULES OF PROCEDURE WERE ADOPTED ON DECEMBER 11, 2018

Laura Peterson
SECRETARY