

## MEMORANDUM



TO: Members of the Planning Commission  
FROM: <sup>Barb</sup> Barbara McBeth, AICP, Community Development  
SUBJECT: Election of Officers and Appointments to Committees  
DATE: July 6, 2012

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This memo is emailed to the members of the Commission to allow additional time for the department to compile the member's preferences in the "selection form" for Committee membership for the upcoming year. A copy will also be provided in the Planning Commission packets delivered on Friday.

### **Officers**

Section 2.1 of the Planning Commission By-Laws and Rules of Procedure provides for the selection of officers (Chairperson, Vice Chairperson and Secretary). An excerpt is attached for reference. Please note, on the attached selection form, the officers are identified in the first column as the Administrative Liaison Committee.

### **Committees**

Planning Commission members serve on Committees for a term of one year, or until the next Committee appointments are made, as provided in Section 2.4 of the Planning Commission Rules. Commission members are asked to review and fill out the attached "Planning Commission Committees Selection Form" for preference of which Committees would best suit each person's interests and email the selections to my attention at [bmcbeth@cityofnovi.org](mailto:bmcbeth@cityofnovi.org) or fax to 248-735-5633. Staff will compile the selections and present an updated form at Wednesday's meeting.

Please feel free to contact me if there are any questions.

# 2012-13 Planning Commission Committees Selection Matrix

Member	Adminis- trative Liaison		CIP & Budget & Planning Studies		Environ- mental and Walkable Novi		Implemen- tation		Main Street		Master Plan & Zoning		Rules	
	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12	2012-13
Anthony					X				X					
Greco	Secre- tary				X				X				X	
Gutman	Vice Chair		X				X				X			
Lynch			X								X			
Pehrson	Chair						A						X	
Prince							X				A		X	
Zuchlewski														
	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant	Required	Vacant
Committee Size	3	3	2 + A	2 + A	3	3	3	3	2	2	3	3	3	3
Liaison	McBeth		McBeth		Spencer		Kapelanski		Pearson		Spencer		Kapelanski	

KEY:

X = Member; A = Alternate

Required: Committee size based on Planning Commission Rules

Vacant: Number of vacancies

**EXCERPT FROM  
PLANNING COMMISSION  
BY-LAWS AND  
RULES OF PROCEDURE**

**NOVI PLANNING COMMISSION**  
**BY-LAWS AND RULES OF PROCEDURE**

**1. AUTHORITY**

These By-Laws and Rules of Procedure are adopted by the City of Novi, Oakland County, Planning Commission (hereinafter called the Planning Commission) pursuant to the Michigan Planning Enabling Act, Pubic Act 33 of 2008, as amended, the Open Meetings Act, MCL 15.261, and Section 27-25 of the Novi Code of Ordinances.

**2. OFFICERS/MEMBERS**

2.1 Selection of Officers



- (a) The offices of the Planning Commission shall consist of Chairperson, Vice Chairperson, and Secretary elected by the general membership of the Planning Commission.
- (b) The election of officers shall generally occur at the Planning Commission's first meeting in July or as otherwise determined necessary by the Planning Commission. A minimum of two-thirds of the current membership must be present for the election to take place.
- (c) Any member nominated for an office on the Planning Commission shall have served on the Planning Commission for at least eleven (11) months at the time of nomination. In the event that at least three members do not meet this requirement, the most senior member(s) with less than eleven (11) months service shall be eligible for nomination. Previous, non-consecutive service on the Planning Commission shall be considered when determining length of service.
- (d) Nominations of members for an office shall be from the floor by a current member of the Planning Commission during the meeting when elections are held.
- (e) All nominations shall be seconded by another member of the Planning Commission to be considered a valid nomination.
- (f) Nominees must accept or decline the nomination before each vote is taken. If a Planning Commission member is unable to attend the meeting to elect officers and would

accept an officer position(s), a written letter of intent of acceptance for an office must be submitted to the Planning Commission prior to the meeting.

- (g) Each election shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- (h) To be elected to an office, a nominee must receive a majority of the votes of those present.
- (i) All terms of office shall be for one year or until the time of the next election of officers.
- (j) A member assuming an office prior to January 1<sup>st</sup> of any given year shall be considered to have served a full term at the time of the next election of officers.
- (k) A member of the Planning Commission may serve in the same office of the Planning Commission for any number of terms.

## 2.2 Resignation of Officer

- (a) An officer may resign his/her office by submitting a letter to the Planning Commission addressed to the Chairperson or Vice Chairperson, as appropriate.
- (b) The resignation from office will not become effective until accepted by the Planning Commission at its next regularly scheduled meeting. A majority vote of the Commissioners present shall be required to accept a resignation. Resignation of office for the purposes of this Section 2.2 is not intended to mean resignation from the Planning Commission.

## 2.3 Duties of the Officers

- (a) The Chairperson shall:
  - 1) Preside at all meetings and conduct all meetings in accordance with the rules provided herein. In the absence of the Chairperson, the Vice Chairperson or Secretary shall perform the duties of the Chairperson.
  - 2) Clearly state the issues before the Planning Commission.

- 3) As appropriate, act as a liaison between the Planning Commission and the Community Development Department Staff, Consultants and other pertinent agencies or agents of the City of Novi, utilizing proper administrative/management chains of authority.
- 4) Reserve his/her opinions on an issue until the other members of the Planning Commission, who so wish, have spoken on the issue.
- 5) Upon request by City Council or Zoning Board of Appeals, attend those meetings that include a Planning Commission issue. The Chairperson may delegate another Planning Commission member to attend.
- 6) Set a reasonable agenda in consultation with the Community Development Department Deputy Director or his/her designee. A reasonable agenda, for purposes of this provision, is one designed to be completed prior to 11:30 PM. The Chairperson shall have the final approval on the agenda.
- 7) Designate an acting secretary from the general membership as required.

(b) The Vice Chairperson shall:

- 1) Act in the capacity of the Chairperson when the elected Chairperson is absent or otherwise unavailable.
- 2) Assist the Chairperson in recognizing those who may wish to speak.
- 3) Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the Planning Commission shall elect a successor to the office of Vice Chairperson at the earliest practicable time.

(c) The Secretary shall:

- 1) Act in the capacity of the Chairperson when the elected Chairperson and Vice Chairperson are absent or otherwise unavailable.
- 2) Designate an acting Secretary from the general membership while acting as Chairperson during Planning Commission Meetings.

- 3) Summarize pertinent correspondence received by the Planning Commission concerning issues before the Planning Commission.
- 4) Assist the Chairperson on time limitations as established in these By-laws.
- 5) Coordinate Public Notices published by the Planning Commission with the Planning Department.
- 6) Be replaced, should a vacancy occur, by the election of a successor at the earliest practical time.

2.4 The Planning Commission Members:

- (a) Members shall not speak until recognized by the Chairperson.
- (b) Generally, members shall serve on at least two of the Planning Commission committees (or other committees requiring Planning Commission representation as they may be established) for a term of one year or until the next committee appointments are made. Appointment shall be by nomination and vote by Planning Commission members present. Appointment to committee membership shall occur at the next regularly scheduled meeting after the annual election of officers.
- (c) Members shall submit to the Planning Commission a statement of interest in serving on particular committees, on a form prepared by the Community Development Department. Members shall be eligible for reappointment to any committee provided the minimum requirements are met. Previous, non-consecutive service on the Planning Commission shall be considered when determining length of service.

**Planning Commission Committees:**

- 1) Administrative Liaison (Membership shall be the Chairperson, Vice Chairperson, and Secretary of the Planning Commission)
- 2) Implementation (3 members)
- 3) Master Plan and Zoning (3 members, a minimum of 2 members shall have served on the Planning Commission for at least eleven (11) months before appointment, when possible)



- 4) Rules (3 members, members must be on the Planning Commission for at least eleven (11) months before appointment, when possible)
- 5) Environmental and Walkable Novi (3 members)

**City Committees:**



- 1) Main Street (2 members)
  - 2) City Capital Improvements Program and Planning Studies & Budget (2 members and 1 alternate)
- (d) Member(s) may be appointed to City or other committees, or act as liaisons to organizations, on an as needed basis.
- (e) Any committee member may designate (with approval of the designee) an alternate Planning Commissioner as his/her replacement at any committee meeting.
- (f) In the event of a Planning Commission vacancy that results in a committee vacancy, the appointment process shall follow 2.4.b. and 2.4.c.

**3. MEETINGS**

3.1 Notices

- (a) Notices shall be posted at the Novi Civic Center according to the Open Meetings Act.
- (b) Notices shall include the date, time, and location of the meeting.
- (c) Changes in the date, time, or location of the meeting shall be posted and noticed as required.

3.2 Regular Meetings

- (a) Regular Meetings of the Planning Commission shall be held at least once a month, generally on Wednesday evening in the Council Chambers.
- (b) When a Regular Meeting date falls on or near a legal holiday, the Planning Commission may select an alternate meeting date in the same month, to be noticed in accordance with the Open Meetings Act.

3.3 Quorum