

the following agenda.

- (A) *Call to order, roll call, and Pledge of Allegiance.*
- (B) *Comments from elected officials from the participating municipalities, if any.*
- (C) *Annual meeting business*
 - (1) *Presentation of the Commission's annual report of activities for the previous year.*
 - (2) *Presentation of the Commission's work program of activities for this year.*
 - (3) *Presentation of the Commission's proposed budget.*
 - (4) *Presentation of the amount each participating municipality will be responsible for paying in this year, based on the proposed budget..*
- (D) *Other business and communications.*
- (E) *Public participation for items not on this agenda.*
- (F) *Adjournment.*

C. Special Meetings. Special meetings shall be called in the following manner:

- 1. By the Chair.
- 2. By any two members of the Commission.
- 3. By the Chair at the request of any non member of the commission, upon payment of a non-refundable fee to cover costs of the special meeting. The fee shall be calculated as follows: The current amount of per diem paid times the total number on the Commission, regardless if they attend the meeting or not, plus the sum of travel reimbursement of each member, regardless if they each attend the meeting or not, plus the total Commission, Commission's office budget, which represents the costs of operating the Commission and office, divided by 365. Payment of the fee shall not be refundable. Payment of the fee does not guarantee or insure that a quorum will be present for purposes of the special meeting.
- 4. Notice of special meetings shall be given by the Secretary to members of the Commission at least ~~forty eight (48)~~ seventy two (72) *(Amended as per 3/29/17 by WJPC in Minutes of meeting, pg. 3)* hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).

D. Recess. The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), shall suspend the Commission's business and evaluate the remaining items on its agenda. The commission shall then decide to finish that meetings agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A.

- public hearing open and state its purpose. The petitioner, or proponent of the action advertised will be heard first.*
- (2) *Persons requested by the Commission to attend the meeting.*
 - (3) *Other public participation for items on this agenda.*
 - (C) *Housekeeping business.*
 - (1) *Consent Business.*
 - (2) *Approval of Minutes (including previous Commission meeting, executive committee, ad hoc committee, citizen committee, annual meeting).*
 - (3) *Approval of Commission's expense report.*
 - (4) *Other.*
 - (D) *Unfinished business and reports (items considered here are taken up in the same order as established by the Commission to fix a priority for consideration and work done in the planning office).*
 - (1) *Report from each member of the Commission on the segment of the respective participating municipality they represent for the past month.*
 - (E) *New business (other business and communications).*
 - (F) *Public participation for items not on this agenda.*
 - (G) *Adjournment.*
 - M. Delivery of Agenda. The agenda and accompanying materials shall be ~~mailed~~ *emailed (Amended as per 3/29/17 by WJPC in Minutes of meeting, pg 3)* to Commission members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date, generally accepted to be, but not always, mailed by first class mail on the Thursday of the week prior to the Commission meeting, pursuant to section [6.A](#), [6.B](#).
 - N. Placement of Items on the Agenda.
 - 1. The office of record may receive items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.
 - 2. Items received by the office of record between seven business days prior to the next regularly scheduled Commission meeting and the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at its next regularly scheduled Commission meeting. The Commission may act on those items of a minor nature or table action to the subsequent regular or special Commission meeting. Those items of a major nature, or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Commission meeting.
 - 3. The deadline to add items to the Commission's meeting agenda shall be seven business days prior to the next regularly scheduled Commission meeting.
 - O. Minutes.
 - 1. Pursuant to the Open Meeting Act the signed proposed minutes for a meeting shall be sent to each Joint Commission member on or before the eight day

of the Commission may serve on an ad hoc committee at any given time. *Commission Members can be on ad hoc committees. (Amended as per 3/29/17 by WJPC in Minutes of meeting, pg. 3)*

- C. Citizen Committees. The Commission, Chair, or Planning Director may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Commission and to better represent various interest groups in the respective participating municipality.

9. **Rules of Procedure for All Committees**

- A. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- B. Same Principles. The same principals of these Bylaws for the Commission also apply to all committees of the Commission including, but not limited to:
 - 1. Officers. Officers of committees are appointed by the Chair of the Commission at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary-Vice-Chair.
 - 2. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee.
 - 3. Voting. Only those appointed members of a committee, who are present at the time of a vote shall be eligible to cast a vote.
 - 4. Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Commission to remove any member from the committee. The committee Secretary-Vice-Chair or acting committee Secretary in the absence of the elected committee Secretary-Vice-Chair shall keep attendance records and notify the Commission of any committee member who is absent from three consecutively scheduled meetings so the Commission may consider removal of the individual from the committee or excuse the absence(s).
 - 5. Minutes. The Secretary-Vice-Chair of the committee shall keep minutes of the committee meetings in the same format used by the Commission and filed in the same office as the Commission's minutes.
 - 6. Staff. Committees have reasonable use of staff time and assistance and direction for performing the work of the committee.
 - 7. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in P.A. 267 of 1976, as amended, (being Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*).