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WEXFORD JOINT PLANNING COMMISSION ADOPTED BYLAWS
of September 26, 2016]

Adopted, effective immediately, September 26, 2016
As amended through September 26, 2016

1. **Name Purpose**
   A. The name shall be the Wexford Joint Planning Commission, hereafter known as the "Commission".
   B. These Bylaws are adopted by the Commission to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter "the Planning Act."
   C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter "the Zoning Act."

2. **Membership**
   A. Members. Members of the Commission are appointed by the respective participating municipalities pursuant to the Wexford Joint Planning Commission Ordinance and Agreement of September, 2016, as amended.
      1. First priority, each member shall represent and advocate what is best for the entire jurisdiction of the Commission as a whole, putting aside personal or special interests.
      2. Second priority, each member shall represent their respective municipality.
      3. Third priority, each member shall represent the important interests within the jurisdiction territory of the Commission, including but not limited to: environmental agriculture, forestry, land use, education, recreation, tourism, industrial, economic, transportation, communication, sanitation, environmental health, housing, and human services interests.
   B. Liaisons. The purpose of liaisons is to provide certain respective participating municipality officials and quasi-officials the ability to participate in discussions with the Commission, in

addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with attendance requirements pursuant to ~~Section of~~ these bylaws. Liaisons, if not already appointed Commission members, are:

1. Planning Director, staff, and their agents and consultants.
2. The Commission's consultants.
3. The Commission's Attorney(ies).
4. A participating municipality's engineering, water, sewer, DPW, or similar department heads.
5. Manager of the County Road Commission and village or city road agency.
6. The county Emergency Management Coordinator.
7. District Health Department senior or supervisory Registered Sanitarian.
8. The County Surveyor, except when the issue before the Commission is to review his, or his client's work.

C. Attendance. If any member of the Commission is absent from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the respective participating municipal legislative body to remove their member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the respective participating municipal legislative body whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the respective participating municipal legislative body can consider further action allowed under law or excuse the absences.

D. Training. Each member shall have attended at least ~~six~~ two hours per year of training in planning and zoning ~~during the member~~'s ~~current term of office~~. As provided in the Wexford Joint Planning Commission Agreement and Ordinance, failure to meet the training requirements shall result in the member not being reappointed to the Commission. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, Michigan State University Extension, Michigan Townships Association, Michigan Municipal League, Networks Northwest (formerly Northwest Michigan Council of Governments), continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University.

E. Incompatibility of Office.

1. Each member of the Commission shall avoid conflicts of interest and incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
   a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.

b. 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.

c. 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.

d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.

e. 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.

f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:

(1) an applicant or agent for an applicant, or

(2) has a direct interest in the outcome.

2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

3. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:

a. declare a conflict exists at the next meeting of the Commission or committee:

b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and

c. during deliberation of the agenda item before the Commission or committee, leave the meeting and meeting room until that agenda item is concluded.

4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

3. **Duties of all members**

A. *Ex Parte* contact

1. Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the commission whenever possible.

2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should take detailed notes on what was said and report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.

B. Site Inspections
   1. Site inspections shall be done by the zoning administrator or other staff. A written report of the site inspection shall be orally presented to the Commission at a public meeting or hearing on the site.
   2. If desired, no more than one member of the Commission may accompany the zoning administrator or staff on a site inspection.
   3. If a member preforms an optional site visit, the observation shall be reported at the next meeting.

C. Not Voting on the Same Issue Twice.
   1. Any member of the Commission shall avoid situations where they are sitting in judgement and voting on a decision which they had a part in making. As used here, sitting in judgement and voting on a decision which they had a part in making, at a minimum shall include, but not necessarily be limited to, the following:
      a. When the appeal is of an administrative or other decision by Commission and the member of the Commission sits both on the Commission and Zoning Board of Appeals.
      b. When the appeal is of an administrative decision by any committee of the Commission, respective participating municipal legislative body, or other committee and the member of the Commission sits both on that committee and Zoning Board of Appeals or both on the Commission and Zoning Board of Appeals.
      c. When the case is an administrative decision which was decided by the Commission and sent to the respective participating municipal legislative body for further action, and the member of the Commission sits both on the Commission and respective participating municipal legislative body.

D. Accepting gifts.
   1. Gifts shall not be accepted by a member of the Commission or liaisons from anyone connected with an agenda item before the Commission.
   2. As used here, gifts, shall mean cash, any tangible item, or service, regardless of value; and food valued over $10.
   3. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to M.C.L. 125.3823(3), §23(3) of the Planning Act.

E. Spokesperson for the Commission.
   1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.

2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
3. From time-to-time, or on a specific issue the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

F. Code of Conduct. Each member, upon appointment, shall sign a code of conduct, included here in appendix A, on page 28.

4. **Officers**

A. Selection. At the regular meeting in January of each year, the Commission shall select from its membership a Chair, Vice-Chair, Secretary, and Treasurer. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. ~~In the event the office of the Secretary becomes vacant, the Deputy Secretary shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Deputy Secretary for the unexpired term. The Commission or Secretary may also designate another person who is not a member of the Commission to be the recording secretary~~. In the event the office of the Treasurer becomes vacant the Commission shall select a successor to the office of Treasurer for the unexpired term.

B. Tenure. The Chair, Vice-Chair, Treasurer, and Secretary shall take office upon election at the January meeting and shall hold office for a term of one year or until their successors are selected and assume office.

C. Chair's Duties. The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:
1. Preside at all meetings with all powers under parliamentary procedure;
2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
3. Restate all motions as pursuant to Section 6.F of these Bylaws;
4. Appoint committees;
5. Appoint officers of committees or choose to let the committees select their own officers.
6. May call special meetings pursuant to Section 6.C of these Bylaws;
7. Act as member and Chair of the Executive Committee pursuant to Section 8.A of these Bylaws;
8. Act as an Ex-Officio member of all committees of the Commission;

9. Appoint an Acting-Secretary in the event the Secretary ~~and Deputy Secretary~~ is absent from a Commission meeting.
10. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;
11. Periodically meet with the Planning Director and/or other Planning Director, staff to review office operation, procedures, and to monitor progress on various projects.
12. Annually perform a job evaluation of the Planning Director, discuss the evaluation with the Planning Director, and provide a copy of the evaluation for personnel files;
13. Chair or perform a major role in the interview and selection process for a Planning Director;
14. Act as, or delegate someone to act as, the Planning Director in the absence of a Planning Director;
15. Act as the Commission's chief spokesman and lobbyist to represent the Commission at local, regional, and state government levels.
16. May represent the Commission, along with the respective participating municipal legislative body's Commission member, before the respective participating municipal legislative body; and
17. Perform such other duties as may be ordered by the Commission.

D. Vice-Chair's Duties. The Vice-Chair shall:
1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence;
2. Act as member and Vice Chair of the Executive Committee pursuant to Section 8.A of these Rules; and
3. Perform such other duties as may be ordered by the Commission.

E. Secretary's Duties. The Secretary shall:
1. Execute documents in the name of the Commission;
2. Be responsible for the minutes of each meeting, pursuant to section 7.A of these Bylaws if there is not a recording secretary.
3. Review the draft of the minutes, sign them, and submit them for approval to the Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission (the Secretary may delegate this duty to Commission staff);
4. Receive all communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Commission's office;
5. Keep attendance records pursuant to Section 2.C of these Bylaws;
6. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 *et seq*. (the Secretary may delegate this duty to Commission staff);
7. Prepare an agenda for Commission meetings pursuant to Section 6.L of these Bylaws (the Secretary may delegate this duty to Commission staff);

8. Act as member and Secretary of the Executive Committee pursuant to Section A.8 of these Bylaws;
9. May hire on behalf of the Commission for the local unit of government a Commission recording secretary (who shall not be a member of the Commission); and
10. Perform such other duties as may be ordered by the Commission.

~~F. Deputy Secretary's Duties. The Deputy Secretary shall:~~

~~1. Act in the capacity of Secretary, with all the powers and duties found in Section 4E of these Rules, in the Secretary's absence; and~~

~~2. Perform such other duties as may be ordered by the Commission.~~

G. Recording Secretary's Duties. The Recording Secretary shall not be a member of the commission or any of its committees, and shall:
1. At each meeting take notes for minutes and prepare a first draft of minutes pursuant to section of these Bylaws for review and signature by the Secretary; and
2. Perform such other duties as may be ordered by the Commission or secretary.

H. Treasurer's Duties. The Treasurer shall:
1. Prepare the annual budget for the Commission to submit to the Commission for approval, and then the annual meeting, and then to each participating municipality (the Treasurer may delegate this duty to Commission staff);
2. Prepare and send an invoice to each participating municipality of the contribution to the Commission pursuant to the Wexford Joint Planning Commission Ordinance and Agreement (the Treasurer may delegate this duty to Commission staff);
3. ~~Approve, or not,~~ Present for approval, payment of bills (the Treasurer may delegate this duty to Commission staff);
4. Work with the appropriate officer of the fiduciary municipality to track income and expenses and to prepare a monthly report of the same for the Commission (the Treasurer may delegate this duty to Commission staff).

5. **Fiduciary, Office of Record, Professional Services**

A. Office of Record: The Cherry Grove Township Hall, 4830 East M-55, Cadillac, Michigan 49601, shall be the office of record for the Commission.

B. Fiduciary: The Township of Cherry Grove shall be the fiduciary for the Commission.

C. Professional Services. The Joint Commission shall, within budgetary appropriations and other funds available to it for such purposes, have the authority to retain the services of such planning, legal, and other professional consultants as it deems necessary.

6. **Meetings**

A. Regular meetings. Meetings of the Commission, starting in January 2017, will be held the fourth Monday of each month of every month at 6:30 p.m. at the Wexford County Road Commission office board meeting room, 85 West M-115, Boon, Michigan 49618. When

the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice (in January of each year) of regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)

B. Annual meetings. ~~In February of~~ Each year the Commission shall hold an annual meeting in accordance with the date set in the Ordinance & Agreement. The elected officials of each participating municipality shall be invited to the annual meeting. As much as practical, the annual meeting should be informal, include refreshments or a meal. At the annual meeting the order of business shall be the following agenda.

(A) Call to order, Pledge of Allegiance Roll Call..

(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 ensure 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 **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 meeting's 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. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.

E. Quorum. More than half the total number of seats for members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

F. Motions.
   1. Motions shall be restated by the Chair before a vote is taken.
   2. Findings of Fact. All actions taken in an administrative capacity (including but not limited to, special use permits, subdivisions, zoning, site plan review, planned unit developments, review and submission on another planning commission's proposed plan, and review and submission on a capital improvement shall include each of the following parts.
      a. A finding of fact, listing what the Commission determines to be relevant facts in the case in order to eliminate misleading statements, hearsay, irrelevant, and untrue statements.
      b. Conclusions to list reasons based on the facts for the Commission's action, often directly related, or not, to a finding of compliance, or noncompliance, to standards.
      c. The Commission's action; recommendation or position, approval, approval with conditions, or disapproval.

G. Voting. Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Commission and shall be recorded by "yes" or "no". Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present, or a majority of a quorum, whichever is greater, shall be necessary for the adoption of motions. The affirmative vote of a majority of the total number of seats for members of the Commission, regardless if vacancies or

absences exist or not, shall be necessary for the adoption, or recommendation for adoption, of any plan or amendment to a plan.

H. Commission Action. Action by the Commission on any matter on which a hearing is held shall not be taken until the hearing has been concluded.

I. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (11th Edition), (Da Capo Press) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order Newly Revised*, then these Bylaws control.

J. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.

1. All public comment on all agenda items should be presented at the beginning of the meeting, where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit to be determined by the Chair.

K. Consensus Business. Certain items of business before the Commission are routine matters where no discussion normally occurs or is expected to occur and a consensus for adoption normally occurs or is expected to occur. The individual preparing the agenda may mark such items on the agenda as a Consent Item, if that individual feels it qualifies as consensus business. The agenda or material presented on the issue should indicate the proposed action (approve, disapprove, no comment, approve with modification). First, any Consent Item can be removed by request of a member. It is automatically removed if discussed during Public Participation. Second, a motion to adopt the Consent Items can be made, in effect adopting all agenda items still included as Consent Items. The approval of minutes and the expense report shall be proposed on the agenda as Consent Items. Consensus business can be proposed for any item on the agenda, but shall never include any of the following:

1. Items of business which are listed in Section 1.B of these bylaws.
2. Review of plans and zoning ordinances, or any part or amendment thereto.

3. Action on special use permits, planned unit developments, site plans, and similar administrative actions.
4. Election of officers.
5. Any item not printed on the agenda which is delivered, along with adequate supporting information, to Commissioners prior to the meeting.

The motion to adopt Consent items in the minutes shall clearly list each item and indicate its action/disposition.

L. Order of Business. Agenda. The Secretary, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

(A) Call to order, Pledge of Allegiance, and Roll Call.

(B) Set/Amend/Approve the Agenda

(C) Matters pertaining to citizens ~~present at the meeting~~, in the following order:

~~(1) Advertised Public Hearings. The Chair will declare such 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.~~

(D) Public Comment

(E) Housekeeping Business.

(1) Consent Business.

(a) Approval of Minutes (including previous Commission meeting, executive committee, ad hoc committee, citizen committee, annual meeting).

(b) Approval of Commission's expense report.

(2) Treasurer's Budget Report

(3) Planning and Zoning Report

(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.~~

(F) New business ~~(other business and communications)~~.

(G) Public Comment ~~participation for items not on this agenda~~.

(H) Adjournment.

M. Delivery of Agenda. The agenda and accompanying materials shall be **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 sections 6.A and 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~~ Draft minutes for a meeting shall be ~~sent~~ made available to each Joint Commission member on or before the eight-day following the meeting as well as posted for public access. Intent is for these ~~proposed~~ Draft minutes to be used by Joint Commission members to help with communication back to the respective participating municipality.
2. ~~Proposed~~ Draft minutes for a meeting shall be included in the documents accompanying the agenda for the meeting where the ~~proposed~~ Draft minutes are to be considered for approval.
3. Pursuant to the Open Meetings Act approved minutes shall show any changes between the ~~proposed~~ Draft minutes and approved minutes and shall be posted for public access within 5 days. Approved minutes may replace any posted Draft ~~proposed~~ minutes.

7. **Record.**

A. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings at the office of record, 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 *et seq.*)
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 alterative 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, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
   (1) Who testified and a summary of what was said.
   (2) A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.)
   (3) The location of the property involved (tax parcel number and description, legal description is best).
   (4) What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
   (5) What evidence was considered (summary of discussion by members at the meeting).
   (6) The administrative body's findings of fact.
   (7) Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
   (8) The decision (e.g. approve, deny, approve with modification).
   (9) A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
   (10) List of all changes to the map/drawing/site plan that was submitted. (Sometimes it is easier to use a black flair felt pen and draw the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black.)
   (11) Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix `A', and made a part of these minutes...").

g. Who called the question.

h. 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."

i. That a person making a motion withdrew it from consideration.
j. All the Chair's rulings.
k. All challenges, discussion and vote/outcome on a Chair's ruling.
l. All parliamentary inquiries or point of order.
m. When a voting member enters or leaves the meeting.
n. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
p. The start and end of each recess.
q. All Chair's rulings of discussion being out of order.
r. Full text of any resolutions offered.
s. Summary of announcements.
t. Summary of informal actions, or agreement on consensus.
u. Time of adjournment.

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

B. Retention. Commission records shall be preserved in the office of record and kept on file according to the following schedule:
1. Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or office publications: Permanent.
2. General ledger: 20 years.
3. Account journals: 10 years.
4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
5. Correspondence: Permanent.

C. Internet
1. The Joint Commission staff shall maintain a web page on the Internet.
2. At a minimum all of the following shall be made easily and promptly available to the public on the web page:
a. Open Meeting Act meeting notices; Freedom of Information Act policy; and Freedom of Information Act records request form.
b. Minutes, agendas, materials accompanying agendas for a meeting.
c. The Wexford Joint Planning Commission Ordinance and Agreement of September, 2016, as amended; these bylaws, as amended; master plan, as amended; and zoning ordinance, as amended.
d. All permit applications, demand for appeal, request for zoning amendment forms; other forms; instructions; and fee schedule.
e. All annual reports.

3. This subsection is not intended to list everything that is placed on the web page. It is the intent to place as much as practical for easy public access on the web page.

8. **Committees**

A. Executive Committee.

1. The Executive Committee shall be a standing committee of the Commission. Its membership shall be the Chair, Vice-Chair, Secretary, and Treasurer of the Commission and they shall hold the same offices on the committee. The Executive Committee may deal with recommendations to the Commission on matters of the Commission budget; employment of a Planning Department/Zoning Administrator; overseeing the Planning Department/Zoning Administrator's day-to-day administration of the Commission's office and personnel policy; and anything else directed to the Executive Committee by the Commission.
2. The Executive Committee has limited power to act only on housekeeping matters, budget, office policy, and overseeing contracts and personnel when time constraints require action prior to the next regularly scheduled Commission meeting. Such actions shall be reported at the next regularly scheduled Commission meeting and are subject to the Commission's review and/or veto.

B. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum 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.*).
8. Subcommittees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

10. **Respective Participating Municipality; and Intergovernmental Coordination.**

The Commission shall be responsible for coordination of all related plans between departments or subdivisions of respective participating municipalities and intergovernmental coordination of all related planned activities among the state, federal, and municipal governments concerned. The Commission may use committees (pursuant to section 8.B of these rules), Planning Director, staff, citizen committees (pursuant to section 8.C of these rules), and interagency staff teams for purposes of accomplishing coordination. If a staff team is used, the team shall not be a committee of the Commission or any other public body and shall not be a public body. The team shall be an employee level technical review with only powers to recommend.

11. **Mileage and Per Diem**

A. Mileage and per diem shall be paid to members of the Commission at rates established here.

1. Attending Commission meeting: Per Diem of ~~**$30**~~ **$40** plus automobile millage for travel at the current IRS rate. (Amended as per 6/26/17 by WJPC in Minutes of meeting, pg 3, Amended as per 6/24/24 in Minutes of meeting, page 2)
2. Attending Executive Committee meeting: Per Diem of ~~**$30**~~ $40 plus automobile mileage for travel at the current IRS rate. (Amended as per 6/26/17 by WJPC in Minutes of meeting, pg 3, Amended as per 6/24/24 in Minutes of meeting, page 2)
3. Attending Ad Hoc Committee meeting: Per Diem of ~~**$30**~~ $40 plus automobile mileage for travel at the current IRS rate. (Amended as per 6/26/17 by WJPC in Minutes of meeting, pg 3, Amended as per 6/24/24 in Minutes of meeting, page 2)
4. **Monthly reimbursement for the Treasurer to $50 and to pay for office supplies.** (Amended as per 6/26/17 by WJPC in Minutes of meeting, pg 3)
5. Attending Citizen Committee meeting: None
6. Attending training: The registration fee plus automobile millage for travel at the current IRS rate.
7. Attending the respective participating municipality's legislative body meetings: None.

B. Payment occurs only if those Commission members bill the Commission for the same.

12. **Hearings**

A. Plan Hearings. Before the adoption of any part of a plan, as defined in the Planning Act, or any amendment to a plan, or recommending approval of a zoning ordinance, or zoning amendment to the respective participating municipal legislative body, the Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, as required by the Planning Act or Zoning Act, whichever one applies.

B. Special Hearings. Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested, and as required by the Planning Act, Zoning Act, and zoning ordinance.

C. Notice of Decision. A written notice containing the decision of the Commission will be sent to petitioners and originators of a request for the Commission to study a special problem.

13. **Zoning Responsibilities**

A. All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.

B. Zoning adoption or amendment (including PUD zoning amendments). The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to

the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:

1. Zoning plan for the areas subject to zoning, or zoning amendment of the local unit of government;
2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;
3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
4. The manner of administering and enforcing the zoning ordinance.

C. Special Use Permit (including administrative PUDs). The Commission shall review and act on all special use permits pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each proposed zoning ordinance or amendment, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 6.F.2 of these Bylaws.

D. Site Plan Review. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 6.F.2 of these Bylaws.

E. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.

14. **Plan Reviews.**

A. The Commission shall review all adjacent, within, or contiguous township, village, city, county government master plans; regional plans.

B. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to section 6.F.2 of these Bylaws.

C. The review should focus on:

1. First and foremost, the process is intended to increase coordination of planning between governments.
2. Consistencies or inconsistencies with your government's plan(s) for matters such as:
   a. Border issues
   b. Issues of greater than local concern
   c. Comparison with Commission's plan contents

d. Comparison with county/regional plan contents
e. Comparison to other relevant adopted plans (such as an historic preservation plan, local wetland protection plan, TIF or brownfield redevelopment plan, etc.).
f. Comparison to various implementation strategies.

3. If the Commission considers the proposed plan inconsistent with the Commission's plan, plan of any city, village, township, or region that received a copy of the draft plan (or amendment)

D. The review shall be in the form of a letter and shall take into account:

1. Respect for the idea that the submission and review stages are near the end of a plan adoption process. A community may be ready to adopt and others may be waiting for the task to be done. Do not extend the adoption more than necessary.
2. Focus only on significant issues, in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments.
4. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

15. **Capital Improvements Review**

A. Capital Improvements (the removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public way, grounds, agricultural land, open spaces, buildings, or properties before work is started and after municipal capital improvement planning approval is obtained). If the funding for the capital improvement project is from a grant, this approval must be obtained prior to applying for the grant or done as part of the state or federal grant clearinghouse process.

B. All preliminary plans and reports for the physical development of the respective participating municipality, including the general location, character and extent of streets and roads, viaducts, bridges, farmland, agricultural land, forest land, parks and open spaces; the general location of public buildings and other public property; the general location and extent of public utilities and terminals.

C. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's advisory action, pursuant to section 6.F.2 of these Bylaws.

D. When reviewing the proposed project, the planning commission should at a minimum consider the following issues. If the answer to any of the below is "no," then the planning commission's review of the project should not be favorable.

1. Is the proposed project consistent with adopted plans?
2. Is the project consistent with other governmental management plans?

3. Is the project consistent with the plans of each municipality located within or contiguous to the local unit of government?
4. Is the project consistent with adopted, if any, capital improvement plans?

E. The review shall be in the form of a letter, sent within 35 days after the proposal is filed for review, and shall take into account:
1. Respect for the idea that the submission and review stages are near the end of a process. A community may be ready to start construction and others may be waiting for the task to be done.
2. Focus only on significant issues in a clear and well documented way. Suggest solutions rather than only pointing out what is wrong.
3. Be clear and document statements to improve the quality of planning for the entire area. This process is to improve coordinated planning, not to undermine relationships or exacerbate tensions between governments or agencies of governments.
4. Include mutual respect of others, so the comments are factual, objective, and based on sound planning principles.

16. **Capital Improvements Program**

A. Annually, a capital improvement program (CIP) of public structures and improvement may be adopted by a respective participating municipality
B. The Commission shall endeavor to assist in that municipality's process.
C. The Commission shall review the proposed CIP and shall represent the interests and project that are within the Commission's Master Plan for inclusion in the CIP, if any.

17. **Subdivision Review**

A. The Commission shall prepare a Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), or amendments to the same, to submit to the legislative body.
B. Proposed Subdivisions.
1. Staff for the Commission is to receive a plat and determine that the submission is complete. If incomplete, the plat shall be returned to the applicant with a list of deficiencies. If complete, the plat shall be received on behalf of the Commission.
2. Conduct a review of plats of proposed subdivisions (and/or site-condominium).
3. Hold a hearing on a proposed subdivision (and/or site-condominium) with notice of the hearing sent not sent less than 15 days before the date of the hearing.
a. The notice shall contain an explanation of what the hearing is for, the location and nature of the proposed development, the date, time, place of the hearing, where written comments may be submitted, and the deadline for those written comments.

b. The notice shall be sent to the person indicated on the plat (and/or draft site-condominium master deed) as the proprietor or other person(s) to whom notice of the hearing shall be sent, the property owner, and adjacent property owners.

c. The notice shall be published in a newspaper of general circulation in the respective participating municipality

d. Any others as required by the Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance).

4. Within 63 days of a complete plat (and/or draft site-condominium master deed) being submitted, act on the proposed subdivision (and/or site-condominium) in the form of a recommendation to the legislative body of the municipality in which the proposed subdivision (and/or site-condominium) is located.

a. If applicable standards under the Land Division Act (M.C.L. 560.101 *et seq.*), Condominium Act (M.C.L. 559.101 *et seq.*) if applicable, and Subdivision Ordinance (and/or Subdivision, Land Division, Site-Condominium Ordinance), the Commission shall recommend approval.

b. Grounds for any recommendation of disapproval of a plat (and/or Site-Condominiums) shall be stated upon the record of the Commission.

c. If the Commission does not act within the 63-day period, the plat (and/or Site-Condominiums) shall be considered to have been recommended for approval, and a certificate to that effect shall be issued by the Commission upon request of the applicant. The applicant may waive the 63-day period and grant an extension.

C. Master Plan Amendment. Commission approval of a subdivision shall be considered to be an amendment to the master plan and a part there of. The Commission shall cause the official copies of the master plan to be modified to reflect the amendment to the master plan within 30 days of the subdivision approval.

18. **Other Matters to be considered by the Commission**

A. Commission Action. The following matters shall be presented for consideration at a meeting of the Commission:

1. At least annually before ~~February~~ April, the adoption of priorities for the Commission's plan of work.
2. Annually before ~~February~~ April, preparation of an annual report of the Commission.
3. Annually before ~~February~~ April, preparation of a budget.
4. Establishment of all permit fees, and other fees, for services provided by the Commission.
5. Office, or Administrative Policy and ruling of interpretation of regulations by the Commission or its staff.

6. The general character, extent and layout of the replanning and redevelopment of blighted districts and slum areas.
7. Land subdivision plats.
8. All Planning reports and plans before publication.
9. Selection of consultants and determination of basis for compensation and selection of a Planning Director.
10. Such other matters as the Director shall find it advisable or essential to receive consideration by the Commission.

B. Staff Policy. From time to time the Commission shall publish policy to further define and categorize work done by Commission's staff.

19. **Commission staff**

A. Authorization. The Commission staff may consist of such personnel as may be authorized by the Commission after the budget for the same is approved by the respective participating municipality. Any one or more of these positions may be hired employees, contracted, or services provided by a consulting firm. Any one or more of these positions may be combined into one job/position or separate, as the Commission sees fit.

1. Planner selection shall be an experienced planner, AICP preferred. Candidates should be solicited from beyond the Cadillac labor market area. Thus, any advertising for this position may appear, in order of priority in any online or offline publication. (Amended as per 7/22/24 in Minutes of meeting, page 2)
   ~~a. *Planning and Zoning News*/web site of Lansing~~
   ~~b. Michigan Association of Planning publications/web site~~
   ~~c. *Cadillac Evening News*~~
   ~~d. *Traverse City Record Eagle*~~
   ~~e. Michigan State University Career Placement Bulletin~~
   ~~f. University of Michigan Career Placement Bulletin~~
   ~~g. Wayne State University Career Placement Bulletin~~
   ~~h. Central Michigan University Career Placement Bulletin~~
   ~~i. Northern Michigan University Career Placement Bulletin~~
   ~~j. *Detroit News-Free Press* Sunday edition (optional)~~
   ~~k. American Planning Association *Job Mart* (optional, only if nation-wide candidate search is desired).~~

~~2. Assistant Planner(s) selection shall be a individual with a planning degree. Candidates should be solicited from beyond the Cadillac labor market area. Thus, any advertising for this position may appear, in order of priority in:~~
   ~~a. *Planning and Zoning News*/web site of Lansing~~
   ~~b. Michigan Association of Planning publications/web site~~
   ~~c. *Cadillac Evening News*~~
   ~~d. *Traverse City Record Eagle*~~

~~e. Michigan State University Career Placement Bulletin~~
~~f. University of Michigan Career Placement Bulletin~~
~~g. Wayne State University Career Placement Bulletin~~
~~h. Central Michigan University Career Placement Bulletin~~
~~i. Northern Michigan University Career Placement Bulletin~~

~~3. Zoning Administrator(s) selection shall be a individual with zoning administration experience. Possession of an MSU Zoning Administrator Training Certification preferred, or obtaining the same within one year of employment required. Candidates should be solicited from within and near the Cadillac labor market area. Thus, any advertising for this position may appear, in order of priority in:~~

~~a. *Planning and Zoning News*/web site of Lansing~~
~~b. Michigan Association of Planning publications/web site~~
~~c. *Cadillac Evening News*~~
~~d. *Traverse City Record Eagle*~~

~~4. Planning Department Secretary(ies), Planning Technicians, and Assistant Zoning Administrators selection shall be individuals with appropriate office experience. Candidates should be solicited from within the Cadillac labor market area. Thus, any advertising for this position may appear, in order of priority in:~~

~~a. *Cadillac Evening News*~~
~~b. *Traverse City Record Eagle*~~

(Amended as per 7/22/24 in Minutes of meeting, page 2)

B. Planning Director. One individual from the positions listed above shall also be designated the Planning Director. The Planning Director serves at the will of the Commission, and shall be under the supervision and control of the Executive Committee of the Commission. Management of other staff, or of contracts, shall be the responsibility of the Planning Director.

C. General Responsibility. The Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Commission, appropriate for the respective participating municipality and its environs and are within the scope of the Planning Act and the Zoning Act.

D. Advocacy. The Commission staff shall not attempt to represent the views or comments of a member of the public at a public hearing or Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Commission in person, through an agent, or by providing written comment. Staff should avoid situations of appearing to advocate for an individual or group. Nothing herein is intended to prevent staff from helping an individual or group be better informed and to present their own views. Nothing herein is intended to prevent staff from expressing their own views as private citizens.

E. Coordinated Enforcement. To further supplement the small number of staff responsible for inspections and enforcement of various regulations, staff shall report all suspected problems or violations seen during the course of their work. Staff shall follow the following procedures and guidelines:

1. When observing a problem or suspected violation, do not assume a violation exists or confront the suspected perpetrator. Avoid a situation where discussion or confrontation exists in an area outside the staff person's jurisdiction.
2. Report the problem or suspected violation to the respective participating municipality department, county, state, or federal agency which has jurisdiction, as quickly as possible.
3. When observing or receiving a report from another respective participating municipality department, county, state, or federal agency, of a problem or suspected violation, pursue enforcement, or its resolution through normal procedures for the particular situation.

F. Conflict of Interest.

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:
    a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
    b. 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.
    c. 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.
    d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
    e. 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.
    f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
        (1) an applicant or agent for an applicant, or
        (2) has a direct interest in the outcome.
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:

a. declare a conflict exists,
b. cease to process the case any further, and
c. forward the case, and all pertinent records, to an alternate, assistant, or manager so the case is dealt with by someone else.
d. In the event other staff is not available, the Commission may seek to have a reciprocal agreement with the City of Cadillac to have city staff cover for the Commission, and for the Commission staff to cover for the city.

3. Other than as part of work for the Commission staff shall not (1) provide private consultation services, or advise on similar related services for clients, (2) provide work in professions or services which is or could be regulated by the Commission (such as, but not limited to planning, zoning, real estate, land development, land surveying, architecture, professional and civil engineering, landscape architecture, sociology, economics, geography, political science, public administration consulting or work) within a site within the boundaries of the Commission's jurisdiction or for clients who are or may be applicants before the Commission, Zoning Board of Appeals, or the Commission's staff. This is not intended to prevent a staff person from assisting residents, municipalities, or others seeking help from the Commission, which are normally part of an employee's duties.

G. Planning Director's Duties. The Planning Director shall be responsible for the professional and administrative work in directing and coordinating the program of the Commission. His or her work shall be carried on with the widest degree of professional responsibility, subject to the policy determinations and job description as adopted from time to time by the Commission and administrative policies of the County. In addition to any job description adopted from time to time by the Commission, the basic fundamentals of the Planning Director's job shall include, but not be limited to:

1. Recommendations. The Planning Director shall take action or make recommendations in the name of the Commission, in accordance with such plans, policies and procedures as are approved or established by the Commission from time to time. Where there is a serious conflict of interest, public controversy, or uncertainty or doubt as to the plans, policies, or procedures approved or established by the Commission, presentation of the matter shall be made at a Commission meeting.
2. Administrative Duties. The Planning Director shall:
   a. Supervise and review the work of the professional, technical, and nontechnical employees of the Commission staff.
   b. Prepare a proposed annual budget for the Commission and Department to submit to the Commission.
3. Policy Formulation. The Planning Director shall:

a. Be responsible for carrying out the directives of the Commission.
b. Advise and assist the Commission in the establishment of general planning policy.
c. Work with the Chair of the Commission for formulation of staff policy, subject to approval by the Commission.
d. Recommend to the Commission action necessary for effectuating plans with respect to both public and private endeavors.
e. Administer zoning and subdivision ordinances.
f. Prepare drafts of Capital Improvement Programs.
g. Prepare long range comprehensive plans and other plans.

4. Public Relations. The Planning Director shall:
   a. Officially present the Commission's recommendations to the governing body.
   b. Officially represent the Commission and its staff at planning conferences, interdepartmental meetings of the county government, and serve generally as a liaison between the Commission and the public.
   c. Encourage private development or investment in accord with comprehensive plans.
   d. Cooperate with public and private agencies and with individuals for the development, acceptance, and effectuation of plans.
   e. Supply information for and encourage interested public agencies and citizen organizations in programs to promote public understanding of and government cooperation with planning efforts.
   f. Accept other responsibilities as may be directed by the Commission, Governing Body, or Chief Executive.
5. Commission duties delegated to the Planning Director:
   a. To oversee and coordinate Commission staff teams, pursuant to section 10 of these rules as directed.

H. Other Staff Duties. The Commission shall establish, with consultation with the Planning Director from time to time, updated job descriptions for each staff position in the Planning Department.

20. **Adoption, Repeal, Amendments**

A. Upon adoption of these Bylaws of September 26, 2016, they shall become effective and all previous Bylaws shall be repealed.

B. The Commission may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting by a majority vote of the members present.

C. These Bylaws may be amended at any regular or special meeting where the proposed change appears in the agenda by a majority vote of the members present.

Amended by the Wexford Joint Planning Commission during the May, June, and July meetings of the Planning Commission in 2024. The changes are noted in the Minutes of those meetings.

APPENDIX A
WEXFORD JOINT PLANNING COMMISSION
CODE OF CONDUCT and OATH OF OFFICE

The Appointed Member of the Wexford Joint Planning Commission agree to abide by this Code of Conduct. As a member I will:

1. Accept responsibility to represent the Wexford Joint Planning Commission which I am appointed to with dignity and pride by being a positive role model.

2. Conduct myself in a businesslike manner, respecting the rights and opinions of other members and of the public. Abusive, insulting, profane or excessively argumentative language or conduct should not be tolerated.

3. Abstain from, and not tolerate, physical or verbal abuse.

4. Accept the responsibility to promote and support Wexford Joint Planning Commission to develop an effective planning and zoning program.

5. Attend the meetings of the Wexford Joint Planning Commission on a regular basis and provide prior notification of any necessary absences.

6. Read the plan, zoning ordinance, other ordinance, rules of procedure, bylaws, and other pertinent documents which pertain to the business of the Wexford Joint Planning Commission and continue to gain knowledge (and understanding) through self-study, inquiries and attending appropriate training.

7. Attend training programs on planning and zoning in order to stay current on issues of concern for my community and in planning and zoning law.

8. Respect, adhere to, and help enforce the rules, policies, and guidelines established by the Wexford Joint Planning Commission.

9. Read meeting packet materials ahead of time and otherwise be prepared for the meetings.

10. Refrain from deciding cases before the meeting discussion.

11. Participate in the Wexford Joint Planning Commission deliberation at the meetings when appropriate.

12. Do not engage in criminal activities, and other activities including but not limited to situations of conflict of interest, incompatible office, *ex parte* contact, not voting on the same issue twice by virtue of serving on two different bodies, or accepting gifts as a form of influencing your vote.

13. In public forums, after a vote by the Wexford Joint Planning Commission has been taken, I will represent the adopted majority position of the Wexford Joint Planning Commission when speaking on behalf of the Wexford Joint Planning Commission.

14. I will follow, and will help my community follow the *Community Planning Principles* established by the Michigan Association of Planning (MAP), the Michigan Chapter of the American Planning Association. (For a copy: http://www.planningmi.org/resources4560087.asp or Michigan Association of Planning, 1919 W. Stadium Boulevard, Suite 4, Ann Arbor, Michigan 48103: (734)913-2000, fax: (734)913-2061).

It is important that all appointees comply with this Code of Conduct.

OATH OF OFFICE:

I, _____ solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Michigan, and that I will discharge the duties of the office of a member of Wexford Joint Planning Commission in and for _____[name of municipality] to the best of my ability.

Signed:

_____

Name:

Date:

[December 24, 2025; Wexford County MSUE CED: \\svr12\users\bhall\My Documents\DeskTop DOCUMENTS\WP\Ordinance-Rules\Joint Plan Comm ByLaws as of 3-20-2019.wpd]