

**CITY OF SOUTHFIELD
PLANNING COMMISSION**

“BYLAWS AND RULES OF PROCEDURE”

The main function or purpose of the following Bylaws is to establish the rules of operation for the Planning Commission. In addition to establishing procedure, the Bylaws also describe the organizational framework of the Commission and, in general terms, define the duties and responsibilities of the Commission.

CITY OF SOUTHFIELD
PLANNING COMMISSION
(Bylaws and Rules of Procedure)

ARTICLE I TITLE

Section 1

The title of the Commission shall be “The City of Southfield Planning Commission.”

ARTICLE II MEMBERS

Section 1

The Planning Commission shall be composed of seven (7) members who shall be appointed by the Mayor, with the approval of the Council, and act in advisory capacity to the City Council.

The terms of office of the members of the Commission shall begin on the first day of July nearest the date of their appointment. The term of office of each member of the Planning Commission shall be three (3) years.

ARTICLE III OFFICERS

Section 1

The officers of the Planning Commission shall be:

A Chair who shall preside at all meetings and shall have such other duties as further prescribed in the Bylaws, and shall have authority to preside at all adjourned meetings and call and preside at all special meetings.

A Vice-Chair who shall, in the absence of the Chair or his/her inability to act, preside at all regular, adjourned or special meeting, public hearings, and committee meetings of the Planning Commission, and shall have the power to function in the same capacity as the Chair.

A Secretary who shall have the authority to execute documents in the name of the Commission and shall perform such duties as the Commission may, from time to time, determine.

Section 2

The officers of the Planning Commission shall be elected to two (2) year terms (not to exceed two consecutive years) by the Commission, at their first regular meeting in January, and shall hold office until their successors are elected and assume office.
(Amended 3-28-18)

ARTICLE IV MEETINGS

Section 1

The regular meeting of the Planning Commission, unless adopted in the calendar, shall be held on the fourth (4th) Wednesday of each month at 6:30 P.M. Any regular meeting may be adjourned to a definite date by a majority vote of a quorum of the members.

Adjourned or special meetings may be held at any time or place established by the Planning Commission. Special meetings may be held as necessary, subject to the call of the Chair or Acting Chair. All regular meetings of the Commission shall be open to the public as the Commission may, from time to time, determine subject to state law.

Parliamentary procedure in the Commission meetings shall be governed by Robert's Rules of Order, as amended from time to time, except that the specific rules as attached shall apply even if in conflict with Robert's.

Section 2

Each member shall be notified of the place and date of each meeting by the Secretary, by written notice, mailed to the address of the members, not less than six (6) days prior to the date set for the meeting.

ARTICLE V ORDER OF BUSINESS

Section 1

The order of business for a regular meeting shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements and Communications
5. Public Hearings
6. Approval of Minutes
7. Miscellaneous
8. Adjournment

Section 2

The Chair shall open the hearings to the public after receiving the recommendation of the City Planner and after giving the petitioner an opportunity to be heard. After the public has had a reasonable opportunity to be heard, the Chair shall close the hearing on each petition. If a member of the Commission desires further information, he/she may, with the approval of the Chair or the approval of a majority of the members of the Commission present, ask additional questions of members of the public, City Planner, or the petitioner.

Section 3

The Chair shall have the discretion to change the order of business whenever he/she deems it advisable to do so, either before or during the progress of the meeting, unless there is objection from the members present.

Section 4

The order of business for the annual meeting, to be the Commission's first regular meeting in January, shall be:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Announcements and Communications
5. Election of Officers
6. Taking of the chair by the new Chair
7. Public Hearings
8. Approval of Minutes
9. Adoption of the Calendar
10. Miscellaneous
11. Adjournment

ARTICLE VI QUORUM

Section 1

For the transaction of ordinary business at any regular meeting, adjourned meeting, or special meeting, four (4) members constitute a quorum. An affirmative vote of at least three (3) members of the Commission shall be necessary in order to make a decision.

Section 2

To adopt any recommendation pertaining to the Comprehensive Master Plan, or any part thereof, or any amendment, extension or addition thereto, the Commission shall hold a public hearing on the Plan. The Commission shall give Notice of the time and place of the public hearing not less than fifteen (15) days before the hearing by publication in a newspaper of general circulation in the City.

The adoption of the plan or any such part or amendment or extension or addition shall be by resolution of the Planning Commission, carried by the affirmative votes of not less than five (5) members of the Commission. The resolution shall refer expressly to the maps and descriptions and other matter intended by the Commission to form the whole or part of the plan, and the action taken by the Commission shall be recorded on the map and plan and descriptive matter by the identifying signature of the Secretary of the Commission.

ARTICLE VII MINUTES

Section 1

The Planning Commission shall keep a set of minutes of all meetings and these minutes shall become a public record and shall be filed with the City Clerk.

Section 2

The Secretary or the Chair shall sign the minutes after approval by a majority of the Commission members.

ARTICLE VIII COMMITTEES

Section 1

There may be the following standing committees appointed by the Chair for determining the policies of the Commission and executing its orders:

1. Streets, Highways and parking
2. Land Use and Zoning
3. Land Subdivision
4. Public Properties and Services
5. Site Plan Review
6. Bylaws

The members of each standing committee shall be appointed at the first regular meeting in February or at such other time as the Chair may determine.

Section 2

There may be such other special committees as the Commission may, from time to time, deem necessary.

ARTICLE IX AMENDMENT OF BYLAWS

Section 1

These Bylaws may be changed, or added to, by the affirmative vote a majority of the members present (Amended 3-28-18). No change shall be made unless written notice to amend shall be filed with the secretary at the regular meeting preceding the meeting at which the motion to change is to be made. This requirement may be waived by the Commission by a unanimous vote.

Adopted	9/23/64
Amended	3/23/66
Amended	6/15/88
Amended	10/24/07
Amended	3/28/18

SOUTHFIELD PLANNING COMMISSION RULES OF PROCEDURE

Conduct of the meetings of the Southfield Planning Commission shall be governed by Robert's Rules of Order, as amended from time to time, except that the specific rules as attached shall apply even if in conflict with Robert's.

1. A person shall be permitted to address the Commission at any meeting with regard to an item on the Commission's agenda.
2. Permission to speak at any meeting with regard to an item, not, on the Commission's agenda, may be given by the presiding officer or by a majority vote of the Commission.
3. A person shall not address the Commission until recognized by the presiding officer.
4. Upon being recognized by the presiding officer, such person shall step forward and give his or her name and address to the Commission secretary before speaking.
5. A person addressing the Commission, pursuant to Rules 1 or 2, shall be limited to a period of three (3) minutes unless such period of time is extended by the presiding officer or by a majority vote of the Commission. (Amended 1-30-13)
6. Action taken by the Commission shall be initiated by a motion, and all motions shall be seconded before acted upon.
7. Commission members may engage in informal discussion of a subject without requirement of a pending motion; however, if action is taken, Rule 6 applies.
8. There shall be no limitation on the number of times that a member of the Commission is permitted to speak to a particular issue.
9. The debate of the Commission on any issue may be ended by a motion to close debate which is carried by a two-third's vote; however, such motion shall not be in order until each member of the Commission has had an opportunity to speak to the issues at least once.
10. The presiding officer of the Commission shall be permitted to participate in debate with regard to an issue without relinquishing the chair.
11. The presiding officer of the Commission shall not be permitted to make a motion nor second a motion unless he or she first relinquishes the chair.
12. The Commission members shall not be required to stand in order to obtain recognition from the presiding officer.
13. The Commission shall only delay action on an issue by:
 - (a) a motion to postpone the issue to a particular date or to a date uncertain with the issue to return for consideration upon a particular occurrence. The motion must be carried by a majority vote. Debate is permitted, but shall not go into the merits of the issue to be postponed anymore than is necessary to decide whether

the issue should be postponed and to what time or upon what occurrence.

- (b) a motion to refer to a study meeting, staff, or another committee or group, which is carried by a majority vote. Debate is permitted, but shall not go into the merits of the issue to be referred anymore than is necessary to decide whether the issue should be referred and the details of the referral.
 - (c) a motion to postpone the issue indefinitely which shall have the effect of defeating the issue. The motion must be carried by a majority vote. Debate is permitted and may go into the merits of the issue to be postponed.
 - (d) the withdrawal of an issue by its proponent without objection from any member of the Commission.
 - (e) the passing on an agenda item by the presiding officer without objection from any member of the Commission.
14. Any person, group, company, or organization that wishes to record, videotape, broadcast live on radio, or telecast live on television a Planning Commission meeting shall be subject to the following rules and regulations:
- (a) Video or television cameras which are used for the purposes of recording or broadcasting live reports from a meeting of the Planning Commission must remain, at all times, at the rear of the meeting room unless prior approval of the presiding officer has been obtained to place such video or television cameras in a different location.
 - (b) All audio or video equipment is prohibited from being attached, connected, or in any way joined to any existing cable television equipment operated by the City of Southfield in the meeting room. All such audio and video equipment must be completely self-supported and will not be allowed to use any electrical power of the City.
 - (c) Interviews of interested parties shall be prohibited in the meeting room.
 - (d) Only television, videotape, photographic, and audio equipment which does not produce distracting sound or light shall be utilized to cover Planning Commission meeting.
15. A motion to reconsider shall only be made at the same meeting the vote to be reconsidered was taken.
16. A motion to rescind shall require for approval:
- (a) a two-thirds' (2/3's) vote; or
 - (b) a majority vote when it is listed as an agenda item; or
 - (c) a majority vote of the members elected or appointed and serving.

Amended 10/24/07
1/30/13