ARTICLE I

OFFICERS AND ADVISORY COMMITTEES

Section 1. Officers and Advisory Committee Members. The Planning Commission shall elect a Chairperson, Vice Chairperson and Secretary from its members and create and fill such other offices or committees as it may deem advisable. Such officers shall be elected annually at the first regular meeting of the Planning Commission in each fiscal year. Such officers shall be elected by and from among the membership of the Planning Commission by not less than an affirmative vote of a majority of the members appointed to the Planning Commission. The Planning Commission may appoint persons outside of its membership to serve on such advisory committees as it may establish. The terms of all officers shall be for one (1) year, April 1 through March 31.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Planning Commission. The Chairperson shall make nominations to the Planning Commission for the membership of all advisory committees, such committees to then be appointed by the Planning Commission. The Chairperson shall be an ex-officio member of all committees. The Chairperson shall vote on all actions of the Planning Commission in the same manner as other Planning Commission members.

Section 3. Vice Chairperson. If the office of Chairperson becomes vacant by death, resignation or otherwise, the Vice Chairperson shall serve as Chairperson until a new Chairperson is elected. In the event of the absence or disability of the Chairperson, such duties shall, for the duration of such absence or disability, be discharged by the Vice Chairperson.

Section 4. Secretary. The Secretary shall perform the usual duties of the office of Secretary, and such other duties as the Planning Commission may direct, specifically including the following:

(a) The Secretary shall be responsible for the safekeeping of all official minute books and records of the resolutions, transactions, findings, and determinations of the Planning Commission; and

(b) The Secretary shall be responsible for all correspondence and notices pertaining to meetings and official acts of the Planning Commission.
Section 1. Meetings. The Planning Commission shall hold not less than four (4) regular meetings each year, and by resolution shall determine the time and place of its meetings. A special meeting may be called by two (2) members upon written request to the Secretary or by the Chairperson. The business which the Planning Commission may perform shall be conducted at a public meeting of the Planning Commission held in compliance with Michigan Act 267 of the Public Acts of 1976, as amended. Public notice of the time, date and place of a regular or special meeting shall be given in the manner required by Michigan Act 267, as amended. Notice to the members of the Planning Commission of the place, day and hour of any special meeting of the Planning Commission shall be served on each member at least eighteen (18) hours in advance of the time of the meeting. Service of notice may be made personally, by telephone, or by mailing such notice, postage prepaid, plainly addressed to the member at the member's current mailing address. However, notice by mail of a special meeting of the Planning Commission may only be given if the mailing occurs at least forty-eight (48) hours in advance of the meeting.

Section 2. Quorum and Membership. Four (4) or more members of the Planning Commission shall constitute a quorum for the transaction of Planning Commission business.

The Planning Commission shall consist of seven (7) members. They shall be representative of major interests which exist in the Township. All but one (1) member shall be qualified electors of the Township. One (1) member of the Township Board shall be a member of the Planning Commission.

Members of the Planning Commission shall continue to hold office until their successors are appointed.

Section 3. Rules. For meetings of the Planning Commission and advisory committees, the rules of parliamentary practice as set forth in "Robert's Rules of Parliamentary Procedure" shall govern in all cases in which they are not inconsistent with these Rules or the laws of the State of Michigan. The Chairperson of any Planning Commission meeting has the right and duty to regulate the proceedings of the meeting, including deciding questions of order, making public declaration of votes cast, granting authority to persons to speak at the meeting, silencing those who may be out of order or disrupting the meeting, and ordering any disorderly person out of the meeting.

Section 4. Order of Business. The recommended order of business for a regular Planning Commission meeting is the following:

- Call to order
- Reading previous meeting minutes
- Non-Commission member inquiries and questions
- Reports
- Old business
- New business
- Announcements
- Adjournment

Although the above order of business is recommended, the Chairperson may, at the Chairperson's discretion, change the order of business to suit the requirements of the meeting.
Section 5. **Agenda.** The agenda for Planning Commission hearings on proposed zoning ordinance amendments shall be as follows:

(a) The Chairperson shall introduce the matter by announcing substantially as follows.

(1) This is a meeting of the Spring Lake Township Planning Commission. The duties of the Planning Commission are to consider matters of long range planning as well as questions of zoning. Thus, the Planning Commission functions as a planning commission as well as a zoning board. In its capacity as a zoning board, it makes recommendations to the Spring Lake Township Board. The final responsibility for any zoning amendment to the Zoning Ordinance is solely in the hands of the Spring Lake Township Board.

(2) This is the date, time and place for a (regular or special) meeting of the Planning Commission held pursuant to notice, for the purpose of hearing, considering and acting upon certain proposed amendment(s) to the Zoning Ordinance and/or acting upon another Zoning Ordinance application.

(3) Notice of this public hearing has been given as required by law.

(b) The Secretary shall read the notice of public hearing.

(c) The Chairperson shall announce as follows.

(1) The public hearing in this matter is declared open.

(2) The procedures and rules to be followed by all persons during this hearing are as follows.

A. No person shall address the Planning Commission or otherwise question or comment upon any matter without first being recognized by the Chairperson.

B. Once recognized by the Chairperson, each person shall give the person's name and address before addressing the Planning Commission or otherwise questioning or commenting upon any matter.

C. The persons requesting the zone change or other Zoning Ordinance approval (the "petitioners"), or their representatives, shall make their full presentation in support of their petition first, without interruption.

D. Following the presentation on behalf of the petitioners, Planning Commission members may direct any comments or questions they may have to the petitioners.
E. Any persons or groups, or other representatives, in opposition to the petition may make their presentation next, without interruption.

F. Following any presentation on behalf of opponents, Planning Commission members may direct any comments or questions they may have to such persons.

G. Next, any comments or questions the petitioners may have in response to any presentation by an opponent may then be made.

H. Next, any other comments or questions any opponents may have of the petitioners may be made.

I. Finally, any other persons, whether in support of the Petition, in opposition to the Petition, or otherwise, may make their comments and ask their questions.

J. The hearing is expected and intended to proceed in an orderly manner. Cooperation of all in attendance is anticipated and will be appreciated. People in attendance are invited to be heard on any petition that they may be interested in regardless of where they may live. A tablet is being circulated for you to clearly print your name and address. All presentations, questions, comments and replies are to be directed to the chair.

(d) The Chairperson shall then call upon the petitioners, or their representatives, to make their presentation in support of their petition.

(e) The Chairperson shall then call for any comments or questions Planning Commission members may have of petitioners.

(f) The Chairperson shall then call upon any persons or groups in opposition to petition to make their presentation.

(g) The Chairperson shall then call for any comments or questions Planning Commission members may have of opponents.

(h) The Chairperson shall then call for any further response, comments or questions by petitioners.

(i) The Chairperson shall then call for any further response, comments or questions by opponents.

(j) The Chairperson shall then call for any other comments or questions, whether in support of Petition, in opposition to the Petition or otherwise.
(k) When all presentations, comments and questions have been made, and when there is no one else desiring to be heard, and when there are no further inquiries from Planning Commission members, the Planning Commission Chairperson should state as follows:

"There being no further comment nor anyone else desiring to be heard, I will entertain a motion from the Commission that the public hearing portion of this meeting be closed."

(l) After motion to close the hearing carries, one of the following motions should be made and acted upon:

(1) Motion to take the matter under advisement for recommendation at a later date; or

(2) Motion to recommend approval, disapproval, or to recommend approval in part and disapproval in part, etc.; or

(3) Any other motion as may be proper or appropriate.

(m) Although the basic agenda set forth above for Planning Commission hearings on proposed zoning amendments and other Zoning Ordinance applications is a recommended agenda, the Chairperson may, at the Chairperson's discretion, change the agenda to suit the requirements of the hearing. In particular, the Chairperson may, with approval of the Commission, require that a particular hearing be adjourned and continued to a time, place and date certain, after due and proper notice, because of the length or complexity of any such hearing, the need for additional information to be furnished, or for any other proper reason.

ARTICLE III

FISCAL YEAR AND ANNUAL REPORT

Section 1. Fiscal Year. The fiscal year of the Planning Commission shall be the same as the fiscal year of the Township.

Section 2. Annual Report. The Planning Commission shall, before the first day of April of each year, submit to the Township Board a written report of its activities covering the previous fiscal year, indicating the status of planning activities, including recommendations regarding actions by the Township Board related to planning and development.

ARTICLE IV

PLANNING COMMISSION DUTIES

Section 1. Mandatory Duties. Mandatory duties of the Planning Commission include the following.
(a) The Planning Commission is responsible to make, adopt and maintain the Township's Master Land Use Plan, including maps, and the necessary descriptive materials.

(b) The Planning Commission shall make reasonable restrictions on land that conforms with the Master Plan and provide for the best interests of the health, safety and general welfare of the Township's residents.

(c) The Planning Commission shall make recommendations to the Township Board with regard to amendments to the Zoning Ordinance.

(d) The Planning Commission shall review and take action on all site plans required by the Zoning Ordinance.

(e) The Planning Commission shall annually prepare a capital improvements program of public structures and improvements, unless that duty is performed by the Township Board.

Section 2. Optional Duties. The Planning Commission may prepare a detailed budget for submission to the Township Board for approval, revision or rejection.

ARTICLE V

CONFLICT OF INTEREST

Section 1. Conflicts and Incompatibility. All members of the Planning Commission shall avoid situations which involve a conflict of interest or incompatibility of offices. 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 the Planning Commission member;

(b) Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by, or which is adjacent to, or whose statutory notice area under the Michigan Zoning Enabling Act includes, land owned by the Planning Commission member;

(c) Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which the Planning Commissioner is a part owner, or has any other relationship where the Planning Commissioner may stand to have a financial gain or loss;

(d) Issuing, deliberating on, voting on, or reviewing a case which results in a pecuniary benefit to the Planning Commission member;

(e) Issuing, deliberating on, voting on, or reviewing a case concerning the Planning Commission member's spouse, children, step-children, grandchildren, parents,
brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of
the Planning Commissioner's household;

(f) Issuing, deliberating on, voting on, or reviewing a case where the Planning
Commission member's employee or employer is:

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

(2) has a direct interest in the outcome.

Section 2. Remedies. When a conflict of interest exists the affected Planning Commission
member shall do all of the following immediately, upon first review of the case and determining a
conflict exists:

(a) declare a conflict exists; and

(b) cease to process the case any further, unless otherwise allowed by Michigan law.

Section 3. Other Prohibitions. Planning Commission members shall not provide private
consultation services, or similar services, for the development of sites within the Township for
clients who are or may be applicants before the Planning Commission. This is not intended to
prevent a Planning Commission member from assisting residents, municipalities, or others seeking
help from the Planning Commission, which is normally part of a Planning Commission member's
duties.

ARTICLE VI

MISCELLANEOUS

Section 1. Amendment. These Rules of Procedure, in whole or in part, may be amended,
added to or repealed upon the affirmative vote of a majority of the members of the Planning
Commission at any regular or special meeting. Notice of the proposed alteration, amendment,
addition or repeal must be sent by first-class mail or delivered in person to all members of the
Planning Commission at least fifteen (15) days before the regular or special meeting of the
Planning Commission at which it is to be considered.

Section 2. Inconsistent Provisions. Insofar as any provisions of these Rules of Procedure
conflict with any Michigan law, the provisions of such Michigan law shall govern and control.

Section 3. Records. All records of the Planning Commission shall be filed in the office of
the Township Clerk and shall be public records, unless otherwise provided by law.