

**BYLAWS**  
**Planning Advisory Board**  
**Washtenaw County**

**ARTICLE I - ESTABLISHMENT, AUTHORITY, AND CHARGE**

The Planning Advisory Board was established by the Washtenaw County Board of Commissioners by Resolution 02-0175 of September 18, 2002, with supplementary information in Resolution 02-0192 of October 16, 2002. The Charge and Duties (appended to this document) assigned to the Planning Advisory Board by the Board of Commissioners was also appended to Resolution 02-0175. The Planning Advisory Board is not a statutory county planning commission as defined under MCL 124.101 *et seq.*, but was established as an advisory board to the Board of Commissioners. It has no budgetary or supervisory powers.

**ARTICLE II - MEMBERSHIP**

1. Membership and terms of members are defined in Resolution 02-0175 as follows:

3 Commissioners (Board of Commissioners)	2 years concurrent w/terms of office
<b>Consideration of changing following membership terms to 2 or 3 year terms for succession planning</b>	
Economic Development representative	1 year
Transportation representative	1 year
Community Development/Urban County representative	1 year
Chelsea Area Planning Team/Dexter Area Regional Team Regional Group representative	1 year
Milan Organizational Region for Excellence Regional Group representative	1 year
Saline Sustainability Circle Regional Group representative	1 year
Southwest Washtenaw Council of Government Regional Group representative	1 year
Washtenaw Metro Alliance Regional Group representative	1 year
3 At-large (Public)	3 years

Ex-Officio Members (without vote):

- Board of Public Works representative
- County Drain Commissioner
- Parks and Recreation Commission representative
- Workforce Development Board representative

**2. The Planning Advisory Board has three (3) Liaison positions on other outside Commissions/Committees.**

- Washtenaw County Parks and recreation Commission**
- Historic District Commission**
- Agriculture Lands Preservation Advisory Committee**

3. All members are appointed by the Chair of the Board of Commissioners and confirmed by vote of the BOC. Representatives of other Agencies, Boards and Commissions are nominated by their respective boards for annual reappointment. Representatives from the five regional groups should be elected or appointed officials from a local government council/board or planning

commission who ideally can make the link between planners and decision-makers. At-Large (Public) should reflect one representative from a rural/agricultural area, one representative from an urban city/village area, and one not specific to a region but with preference given to an individual representing an area not currently served by a regional group. Upon resignation of a member, the Chair shall notify the Board of Commissioners, who will appoint a member to fill the remainder of the unexpired term.

### ARTICLE III – OFFICERS

1. The officers of the Planning Advisory Board (the Board) and their duties shall be as follows:

- A. Chair: the Chair shall preside at meetings of the Board and shall determine placement of items on the agenda, in accordance with these bylaws and in consultation with the Director of Planning and Environment or designee. ~~The Chair shall also review the minutes of each meeting prior to their publication and sign the minutes.~~ (NOTE: function already provided for under Article III/Section 1.C and Article IV/Section 7 as role of Second Vice Chair.)
- B. First Vice-chair: the First Vice-chair shall preside at meetings in the absence of the Chair. If the Chair is to be absent for an extended period of time, the First Vice-chair shall assume all the duties of the Chair upon notification by the Chair of his or her expected absence or upon death or resignation of the Chair. The First Vice-chair may also carry out certain duties as requested by the Chair.
- C. Second Vice-chair: the Second Vice-chair **or their designee** (NOTE: practice has been designee so just aligning bylaws with practice) shall call the roll and certify the presence or absence of members at each meeting. She or he will maintain attendance records in cooperation with staff. The Second Vice-chair shall also review the minutes of each meeting prior to their publication. In the absence of both the Chair and the First Vice-Chair, the Second Vice-chair shall preside at meetings. The Second Vice-chair may also carry out certain duties as requested by the Chair.
- D. Temporary Chair: in the event that a quorum is present at a scheduled meeting but the Chair, First Vice-Chair, and Second Vice-chair are absent, the members of the Board shall, as their first order of business, elect a temporary chair to preside over that meeting. The position and any powers of the temporary chair shall expire when the meeting concludes.

2. Officers shall be elected annually at the ~~February~~ **March** meeting of the Planning Advisory Board. A nominating committee of 3 members shall be appointed by the Chair in ~~November~~ **February** of each year. The committee will present a proposed slate at the ~~January~~ **March** meeting. Nominations for each office shall **also** be entertained from the floor and each officer elected by a majority of members appointed and serving (8). **Ex-Officio members are not eligible for nomination or election as an Officer of the Planning Advisory Board in accordance with their ‘without vote’ status.** (NOTE: added as clarification) All officers shall be appointed members of the Planning Advisory Board. All officers shall retain their rights and privileges as members of the Board, except that the Chair may not bring motions to the floor.

## ARTICLE IV – MEETINGS AND AGENDAS

1. Business meetings of the Planning Advisory Board (the Board) shall be held monthly. An annual meeting calendar shall be adopted in December of each year and the time and place of the meetings shall be posted with the County Clerk in accordance with the Open Meetings Act. The annual calendar may be amended at any regular meeting by a majority vote of the members appointed and serving. Members receive compensation for attending meetings as detailed in Section 8.

2. Members shall attend regular business meetings. If circumstances require a member to miss a meeting, he or she shall notify the Planning and Environment staff of a planned absence. An excused absence shall be granted by the Chair upon such notification. **If a member has two consecutive unexcused absences, the Second Vice-chair shall notify the Chair, who shall notify the Board of Commissioners. (NOTE: this has not be followed in practice ... take out or incorporate practice into actions?)**

3. Special meetings of the Board may be called by the Chair with 3 days notice by telephone or mail. Electronic mail may be used for preliminary notice but confirmation that the member has received the notice is required. The business transacted at the Special Meeting shall be limited to the items announced in the notice. Special meetings shall not be used to replace the regular business meeting. Notice to the public shall be given of all special meetings by posting through the County Clerk. Members are expected to make every attempt to attend a special meeting. Members shall be compensated for attendance as detailed in Section 8.

4. Working session meetings to discuss special topics or hear presentations may be held at the discretion of the Chair and with a consensus of the Board. No business shall be transacted at a working session. Members are not required to attend working sessions but shall be compensated for attendance as detailed in Section 8.

5. A quorum of the Board shall consist of a majority (8) of the members appointed and serving. A quorum shall be required in order to conduct business at any meeting. If a quorum is not present, members of the Board may hear reports and exchange information but shall not take action on behalf of the Board.

### 6. Agendas

A. The order of business on the agenda for regular business meetings shall be as follows:

- I. Call to order and roll call
- II. Approval of the minutes of the previous meeting
- III. Approval of the agenda
- IV. Public Comment
- V. Report of the Chair
- VI. Report of the Director of Planning and Environment
- VII. Old Business
- VIII. New Business

- IX. Committee Reports
- X. Other Items for Discussion
  - a. Public Policy News
- XI. Future Agenda Items
- XII. Public Comment
- XIII. Adjourn

- B. Agendas for Board meetings shall be prepared by the Director of Planning and Environment or designee in consultation with the Chair. They will include the time, place and date of the meeting.
- C. Any Board member may request to have items placed on the agenda. Agenda items may also be proposed from the floor during approval of the agenda, if accepted by a majority vote of Board members present.
- D. Each ~~person~~ **member of the public** representing a group or organization is entitled to 5 minutes to speak during the allotted time for public comment; individual members of the public may speak for 3 minutes. Time may not be assigned by one individual to another. Board members shall not question members of the public or engage in dialogue with them unless specifically permitted by the Chair.
- E. Board members may address the Board on any related subject under item IX, Other Items for Discussion, including information from other organizations, announcements, and suggestions for future topics of discussion.
- F. Agendas shall be sent to Board members by mail, facsimile, or electronic mail so that Board members have them in hand at least 4 days before the meeting.

## 7. Minutes

Minutes of all meetings shall be prepared by staff and **signed by the Second Vice-chair**. They shall be retained as a record of Planning Advisory Board decisions and activities and shall be forwarded to the County Clerk for inclusion in Board of Commissioners Special Committees reports. The minutes of the previous meeting shall be included with Planning Advisory Board agendas and approved by a majority vote of Board members present at the meeting.

## 8. Compensation

Board members shall receive \$25 per diem and round-trip mileage for each business meeting, including special meetings and working session meetings. Attendance is as per the roll call certified by the Second Vice-chair. Compensation shall not be paid for committee or ad-hoc meetings.

## ARTICLE V – PARLIAMENTARY RULES

1. Robert's Rules of Order shall govern the conduct of meetings except where they conflict with these bylaws, resolutions of the Board of Commissioners, or laws of the State of Michigan.

2. If a quorum is present, procedural motions shall be approved by a majority of the votes of the Board members present. These include approval of minutes, approval of agenda, motions to accept reports, to table a motion, and to adjourn. Procedural motions may be approved by voice vote; however, any member may request a roll call vote.

3. On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority. The presiding officer, if a member of the assembly, can (but is not obliged to) vote whenever his/her vote will affect the result--that is, he/she can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he/she can vote either to cause or to block the attainment of the necessary two thirds. The presiding officer cannot vote twice, once as a member, then again in his/her capacity as presiding officer. In an appeal from the decision of the presiding officer, a tie vote sustains the presiding officer's decision, even though his/her vote created the tie, on the principle that the decision of the presiding officer can be reversed only by a majority.

4. Motions to elect officers, approve resolutions, establish committees, make recommendations to the Board of Commissioners, or other substantive action shall be approved by a roll call vote of a majority of the members appointed and serving (8).

5. No proxy votes shall be accepted, and all members present at the meeting shall vote on all motions unless the member in question can present a reason that they are unable to vote without a conflict of interest. If a member does disclose a conflict of interest, she or he shall not participate in discussion of that item.

6. The Chair shall recognize members to speak and members shall address the Chair during discussion. No motion to ~~limit debate on a motion~~ (call the question) shall be accepted if any member has not spoken on ~~a motion~~ said agenda item (NOTE: to clarify intent) and wishes to speak.

## ARTICLE VI - COMMITTEES

1. Special committees may be established by the Planning Advisory Board for a specified task. The Chair may state a fixed period of operation of a special committee, e.g. three months, **at which time that special committee terminates when the task is finished, as with the issuance of a report.** (NOTE: moved from Section 2 – since Special Committees are active on ad-hoc basis)

A. Special committees of the PAB include, but are not limited to:

- Nominating Committee
- Annual LUG Planning Workshop Committee

B. Membership of ~~standing~~ **special** committees shall include at least 2 appointed members of the Planning Advisory Board. Additional members of the committee may be

appointed who are not members of the Board. A ~~standing~~**special** committee shall be chaired by a member of the Board. Appointments to ~~standing~~**special** committees shall be made by the Chair with the concurrence of the Board. The term for all appointments to ~~standing~~**special** committees shall be one year, ending in January of each year.

- C. Members of ~~standing~~**special** committees receive no compensation.
- D. ~~Standing~~**Special** committees shall provide **at least** one report ~~annually~~ **at the end of the period for which they were established to operation** to the Planning Advisory Board, and may send correspondence to the members of the Board at any time.
- E. ~~2. Special committees may be established by the Planning Advisory Board for a specified task. The establishment and appointment of special committees shall follow the same rules as those for standing committees, except that special committees terminate when the task is finished, as with the issuance of a report. The Chair may state a fixed period of operation of a special committee, e.g. three months~~ **Standing committees may be created by the Planning Advisory Board to perform a continuing function. The A Standing** committee shall be created by a resolution, approved by a majority of Planning Advisory Board members appointed and serving, and which includes a charge to the committee. Standing committees remain in existence until abolished by a vote of the Board. **The establishment and appointment of standing committees shall follow the same rules as those for special committees, except that standing committees do not end after a fixed period of operation.** (Note: moved from Section 1 with additional language added in bold, since there are no standing committees at this time.)

## ARTICLE VI - AMENDMENTS

These Bylaws may be amended by a two-thirds majority (9) of the members appointed and serving of the Planning Advisory Board. Any member may propose amendments to the Bylaws.

These Amended Bylaws were approved at a meeting of the Planning Advisory Board on ~~November 26, 2007~~ **October 27, 2008**.

Approved by the Board of Commissioners on December 5, 2007.