City of Grosse Pointe Planning Commission
Bylaws and Rules of Procedure

1. AUTHORITY. These rules of procedure are adopted by the Grosse Pointe Planning Commission (hereinafter referred to as the Commission) pursuant to Public Act 33 of 2008, as amended, the Planning Enabling Act, and Public Act 267 of 1976, as amended, the Open Meetings Act.

2. OFFICERS.

2.1 Selection. Pursuant to the City of Grosse Pointe Charter, the members of the City Council shall be the members of the Planning Commission.

2.2 Duties. The Mayor shall be the Chairperson of the Commission. The senior member of Council shall be the Vice-Chairperson of the Commission. The City Clerk shall act as Secretary. The Secretary shall be responsible for overseeing: the preparation of minutes, keeping of pertinent public records, delivering communications, petitions, reports, and related items of business of the Commission, issuing notices of public hearing, and performing related administrative duties to assure efficient and informed Commission operations.

3. MEETINGS.

3.1 Meetings. Meetings of the Commission shall be held subject to call of the Chairperson.

3.2 Meeting Notices. All meetings shall be posted according to the Open Meetings Act. The notice shall include the date, time and location of the meeting. Council meetings, Planning Commission meetings and Zoning Board of Appeals meetings may all be referenced in the same notice.

3.3 Quorum. In order for the Commission to conduct business or take any official action, a quorum consisting of the majority of the voting members of the Commission shall be present. When a quorum is not present, no official action, except for closing of the meeting may take place. The members of the Commission may discuss matters of interest but can take no action until the next meeting. All public hearings without a quorum shall be scheduled for the next meeting.

3.4 Hearings. Hearings shall be scheduled, and due notice given in accordance with the provisions of the acts cited in Section 1. Public hearings conducted by the Planning Commission shall be run in an orderly and timely fashion.

3.5 Motions. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of the motions shall be recorded.

3.6 Voting. An affirmative vote of the majority of the Commission members shall be required for the approval of any requested action or motion placed before the Commission. Voting shall ordinarily be voice vote; provided however that a roll call vote shall be required if the vote is not unanimous, or if requested by any Commission member or directed by the Chairperson. All members of the Commission including the Chairperson shall vote on all matters, but the Chairperson shall vote last. Any member may be excused from voting only if that person has a bona fide conflict of interest. Any member abstaining from a vote shall not participate in the discussion of that item.

3.7 Rules of Order. All meetings of the Commission shall be conducted in accordance with generally accepted parliamentary procedures, as generally guided by Robert's Rules of Order. However, strict compliance with Robert's Rules shall not be required.

Adopted: June 21, 2021

Amended: ______________
3.8 **Notice of Decisions.** A written notice containing the decision of the Planning Commission will be sent to the originators of any action.

3.9 **Conflict of Interest.** Members shall adhere to provisions of statute relating to conflict of interest.

4. **MINUTES.** Commission minutes shall be prepared by the Secretary of the Commission, or any other person or City staff assigned to perform such duties. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance. All communications, actions, and resolutions shall be attached to the minutes. The official records shall be retained by the City Clerk.

5. **OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS.**

5.1 All meetings of the Commission shall be open to the public and held in a place available to the general public.

5.2 All deliberations and decisions of the Commission shall be made at a meeting open to the public.

5.3 A person shall be permitted to address a hearing of the Commission.

5.4 A person shall not be excluded from a meeting of the Commission except for breach of the peace, committed at the meeting.

5.5 All records, files, publications, correspondence, and other materials available to the public for reading, copying, and other purposes are governed by the Freedom of Information Act.

6. **AMENDMENTS.** These by-laws may be amended by a concurring vote during any meeting, provided that all members have received an advance copy of the proposed amendments at least 3 days prior to the meeting at which such amendments are to be considered.

STATE OF MICHIGAN  
CITY OF GROSSE POINTE

I hereby certify that this is a true and complete copy of the action taken by the City Council of the City of Grosse Pointe, County of Wayne, State of Michigan, at a meeting held on June 21, 2021, and that public notice of said meeting was given pursuant with Act No. 267, Public Acts of Michigan 1976, and that the minutes of said meeting have been kept and made available to the public as required by said Act.

Julie E. Arthurs, City Clerk  
City of Grosse Pointe

Adopted: June 21, 2021

Amended: _blank_