

BY-LAWS OF THE CITY OF LINDEN PLANNING COMMISSION

ARTICLE I - OBJECTIVES

The objectives and purposes of the City of Linden Planning Commission are those set forth in Act 33, P.A. 2008 as amended, and those powers and duties delegated to the Planning Commission by the City of Linden Ordinances in accordance with the above mentioned enabling law.

ARTICLE II - OFFICERS AND THEIR DUTIES

Section 1. The officers of the Planning Commission shall consist of a Chairperson and Vice Chairperson.

Section 2. The Chairperson shall be one of the appointed members of the commission. He/She shall have the privilege of discussing all matters before the commission and to vote thereon. The Chairperson shall preside at all meetings, appoint such committees as shall from time to time be deemed necessary, and sign all necessary documents authorized by the Planning Commission.

Section 3. The Vice Chairperson shall act in the absence of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the Mayor or a Council member shall act in their place.

Section 4. The City Clerk, or representative, shall act as secretary to the Commission and keep the minutes and records of the Commission, provide notice of the meetings to the Commission members, arrange proper and legal notice of hearings, attend to correspondence of the commission and such other duties as are normally carried out by the secretary.

Section 5. The City Manager or City Planner shall prepare the agenda, review all agenda items, and present each case in summary to the Commission.

Section 6. If a member shall miss four (4) consecutive regular meetings of the commission or fifty (50%) percent of such meetings in any calendar year of the appointed term, the appointment shall be declared vacant by the City Council. Notice shall be sent to any member when one (1) more absence would make it necessary for the Council to declare such a vacancy.

ARTICLE III - ELECTION OF OFFICERS

Section 1. Nomination of officers shall be made from the floor at the annual organizational meeting and the elections shall follow immediately thereafter.

Section 2. An officer receiving a majority vote of the membership of the Planning Commission shall be declared elected and shall take office immediately after election and shall serve for one year or until his successor shall take office.

Section 3. Vacancies in offices shall be filled immediately by regular election procedure.

ARTICLE IV - MEETINGS

Section 1. Regular meetings will be held on the first Monday of each month at 7:00 PM at the designated location of the Linden City Council Chambers, or other site designated by the Planning Commission. Where there is no business to be discussed, regular meetings may be cancelled; however, the Commission shall hold not less than 4 regular meetings each year.

When the regular meeting falls on a holiday, the meeting shall be held on such other day as determined by the Planning Commission.

Section 2. A majority of the membership of the commission shall constitute a quorum and the number of votes necessary to transact business shall be a majority of the members of the commission present.

Section 3. Members of the Planning Commission shall vote on every motion placed on the floor unless there is a conflict of interest.

Section 4. Special meetings may be called by the Chairperson, or the City Manager, or two members of the Planning Commission. The notice of such a meeting shall specify the purposes of such a meeting and no other business may be considered except by a unanimous consent of the commission. The Secretary shall notify all members of the commission, in writing no less than eighteen (18) hours in advance of such special meeting.

Section 5. All meetings at which official action is taken shall be open to the general public in accordance with the Open Meetings Act.

ARTICLE V - ORDER OF BUSINESS

The order of business at regular meetings shall be:

- (a) Call to Order
- (b) Roll Call
- (c) Approval of Minutes of previous meeting
- (d) Public Hearings
- (e) Citizens Comments
- (f) Communications
- (g) Old Business
- (h) New Business
- (i) Commissioner/Committee Reports
- (j) Adjournment

This order of business may be suspended by a vote of the commission. Meetings will be conducted under Roberts Rules of Order as revised.

ARTICLE VI - COMMITTEES

Section 1. The Chairperson shall appoint such committees as deemed necessary and these committees shall continue until a final report is completed or is dissolved by the Planning Commission.

ARTICLE VII - MEETING REPORT

The Planning Commission shall supply written minutes of each meeting to the City Council.

ARTICLE VIII - HEARINGS

Section 1. In addition to those required by law, the commission may at its discretion hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be published in a newspaper of general circulation as required by City Ordinances and/or State Law.

Section 3. The case before the commission shall be presented in summary by the City Manager, City Planner, or a designated member of the commission and all interested parties shall have privilege of the floor.

Section 4. A record shall be kept of those speaking before the commission.

ARTICLE IX - AMENDMENTS

These by-laws may be amended by a two-thirds vote of the entire membership of the Planning Commission.

Adopted at a regular Planning Commission Meeting on the 2nd day of January, 2012.

Daniel Cusson, Chairman

ATTEST:

Kristyn Kanyak, City Clerk