

**CHARLEVOIX COUNTY
MATERIALS MANAGEMENT PLANNING COMMITTEE
Bylaws**

1. **PURPOSE.** These Bylaws are adopted to provide for the efficient and uniform administration of the Charlevoix County Materials Planning Committee (the Planning Committee).
2. **MEMBERSHIP.** The Planning Committee shall be composed of twelve (12) members appointed by the Charlevoix County Board of Commissioners, acting as the County Approval Agency (CAA), as provided in Charlevoix County Board of Commissioners' Resolution No. _____.
3. **OFFICERS.**
 - 3.1 **Officers.** The officers of the Planning Committee shall be a Chairperson, Vice Chairperson, and Secretary.
 - 3.2 **Election of Officers.** The officers of the Planning Committee shall be chosen from its members by the Planning Committee at its annual meeting held in January of each year. The term of office for each officer shall be one (1) year, or until his or her successor is chosen and assumes office.
 - 3.3 **Chairperson.** The Chairperson shall preside over all meetings of the Planning Committee.
 - 3.4 **Vice Chairperson.** The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson.
 - 3.5 **Secretary.** The Secretary shall assure that the minutes of all meetings of the Planning Committee are properly recorded. He or she shall also perform such other duties as may be assigned by the Chairperson or the Planning Committee.
 - 3.6 **Vacancies.** If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the office of Chairperson for the remainder of the term. All other vacancies in offices shall be filled by the Planning Committee from its members for the unexpired term of the office.
4. **MEETINGS**
 - 4.1 **Regular Schedule.** The regular meetings of the Planning Committee shall be held no less than quarterly as determined by the Designated Planning Agency (DPA) and shall be formally recognized at the annual meeting in January each year and posted as required by the Open Meetings Act, as amended. If any

regularly scheduled meeting falls on a legal holiday, the Planning Committee shall recognize an alternate date in the same calendar quarter, as determined by the Designated Planning Agency (DPA), for the regular meeting. Notice of this alternate date shall be given as provided in Section 5.3.

- 4.2 Special Meetings.** Special meetings of the Planning Committee shall be held at the call of the DPA. No less than eighteen (18) hours before the scheduled special meeting, the DPA shall provide each member of the Planning Committee with a written notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. This written notice shall be mailed or emailed to each member of the Planning Committee, given personally to each member, or left at the member's usual place of residence.
- 4.3 Place of Meeting.** Meetings of the Planning Committee shall be held at locations determined by the DPA. Whenever the DPA determines that the place of the meeting will likely have inadequate space for members of the public, the location of the meeting may be changed to a larger meeting facility. A notice of the change in meeting location shall be prominently posted at the Shirley Roloff Center so that it is visible from outside, posted on the County's website, and published in a newspaper of general circulation within the county, if such publication can be accomplished prior to the meeting.
- 4.4 Time of Meetings.** Meetings of the Planning Committee shall begin at _____ a.m./p.m., unless the Planning Committee, by a vote of a majority of its members, specifies a different starting time. **The Planning Committee shall not begin considering any matter on the agenda after _____ p.m., except by unanimous consent of the members present. Matters on the agenda which have not been considered shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called. [NOTE: THESE SENTENCES MAY NOT BE NEEDED. I INSERT THESE SENTENCES WHEN THE MEETINGS WILL BE IN THE EVENINGS.]**
- 4.5 Change in Schedule.** Changes in the schedule of a regular meeting shall not be made except as determined by the DPA. If a quorum is not present at a regular meeting, the meeting shall be rescheduled, and a notice of the rescheduled regular meeting shall be posted as required in Section 5.3.
- 4.6 Meeting Attendance.** Each member of the Planning Committee shall attend all regular and special meetings of the Planning Committee, unless excused by the DPA for good cause. A member of the Planning Committee with three (3) consecutive unexcused absences may be removed from office by the Charlevoix County Board of Commissioners, acting as the CAA, following written notice and a hearing before the Board.

5. PUBLIC NOTICE OF MEETINGS

- 5.1 Public Notice of Meetings.** The DPA shall be responsible for providing the proper notice of all meetings of the Planning Committee. Notices shall comply with the Open Meetings Act, as amended.
- 5.2 Regular Meetings.** The DPA shall post, or cause to be posted, at the Shirley Roloff Center so that it is visible from outside a notice within ten (10) days after the first meeting of the Planning Committee in each calendar year indicating the dates, times, and places of regular meetings.
- 5.3 Schedule Change.** Whenever the Planning Committee changes its schedule of regular meetings, the DPA shall, within three (3) days after the regular meeting at which the change was made, post, or cause to be posted, a public notice stating the dates, times, and places of the new schedule of regular meetings at the Shirley Roloff Center so that it is visible from outside and on a portion of the County's website that is fully accessible to the public. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those nonregularly scheduled public meetings.
- 5.4 Special Meetings.** No less than eighteen (18) hours before any scheduled special meeting, the DPA shall post, or cause to be posted, a notice of the special meeting, including the purpose for which the special meeting is called, at the Shirley Roloff Center so that it is visible from outside and on a portion of the County's website that is fully accessible to the public. The public notice on the website shall be included on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those nonregularly scheduled public meetings.

6. QUORUM AND VOTING

- 6.1 Quorum.** A majority of the members of the Planning Committee shall constitute a quorum for the transaction of business at all meetings of the Planning Committee. For the purposes of determining the quorum, the number of members of the Planning Committee is the number appointed under Section 3.1 of the Resolution establishing the Planning Committee.
- 6.2 Voting.** The affirmative vote of a majority of the number of members of the Planning Committee as appointed under Section 3.1 of the Resolution

establishing the Planning Committee is required for official action of the Planning Committee.

7. REGULAR MEETING AGENDA.

7.1 Regular Meeting Agenda. The agenda for a regular meeting of the Planning Committee shall be as follows:

- a. Call to order.
- b. Roll call.
- c. Public comments.
- d. Approval of minutes.
- e. New business.
- f. Unfinished business.
- g. Correspondence/Reports.
- h. Adjournment.

The Planning Committee reserves the right to alter the agenda by a majority vote of the members present at the meeting.

7.2 Special Meeting Agenda. Whenever the Planning Committee meets in a special meeting, the matters to be considered shall be stated in the notice of the special meeting. No other matters shall be considered, except when all members of the Planning Committee are present and concur.

8. CONDUCT OF MEETINGS.

8.1 Members of the Public. Members of the public wishing to address the Planning Committee during the meeting shall first be recognized by the Chairperson, and each person who speaks shall state his or her name and shall address the entire Planning Committee.

8.2 Time for Public Comments. The Chairperson shall provide the public a reasonable time period for public comment. The Planning Committee may extend the time for public comment by a majority vote of the Planning Committee members present.

8.3 Written Statements Submitted by the Public. All written statements should be given to the Secretary or his/her designee prior to the commencement of the meeting. All written statements and documents presented to the Planning Committee by an individual are considered public documents and shall be retained in the public record of the meeting.

8.4 Disorderly Conduct at Meetings. Individuals addressing the Planning Committee should take into consideration the rules of common courtesy. The comments by members of the public cannot be used to make personal attacks against the DPA, members of the Planning Committee or county staff. The Chairperson may call out of order any person who is being disorderly by speaking or otherwise disrupting the meeting, failing to be germane, and/or yelling, shouting or speaking vulgarities. Such person shall thereupon be seated until the Chairperson determines whether the person is in order. If a person is called out of order, he or she shall not be permitted to continue to speak at the same meeting, except by a majority vote of the Planning Committee members present. If the person continues to be disorderly to the extent that the Planning Committee cannot continue to conduct business, the Chairperson shall consider the person to be in breach of the peace and may request the assistance of a law enforcement officer to remove the person from the meeting. The Planning Committee shall have the right to adjourn or recess the meeting if it is interrupted due to the disorderly conduct of any person. No person shall be removed from a public meeting, except for an actual breach of the peace committed at the meeting.

8.5 Robert's Rules of Order. Except as modified by these Bylaws and state or federal law, the Planning Committee shall follow Robert's Rules of Order, as Revised, for all procedural questions.

9. RECORD OF MEETINGS.

9.1 Recording Responsibility. The Secretary or his/her designee shall be responsible for maintaining the official records and minutes of each meeting of the Planning Committee. The minutes shall include all the actions of the Planning Committee with respect to motions. The minutes shall include the names of Planning Committee members who present motions and Planning Committee members who second motions as well as the vote of the Planning Committee on such motions. If a roll call vote is taken, the record shall show the "yes" and "no" votes. However, if all members vote "yes" or "no", the minutes may then reflect motion carried or was defeated by unanimous vote.

9.2 Voting. Whenever a question is put by the Chairperson, every Planning Committee member present shall vote on the question. If a member has a conflict of interest, such conflict of interest shall be fully stated on the record. If a question exists whether the circumstances actually present a conflict of interest, the Planning Committee may, by majority vote of the members present, adjourn the item under consideration case to a specific time, date, and place in order to obtain a written opinion from the County's civil counsel. Once the conflict of interest is declared or confirmed, the Planning Committee member with the conflict of interest shall abstain from participating and voting in the case.

- 9.3 Requests for Remarks to be Included.** Any Planning Committee member may request to have his or her comments printed as part of the minutes. If there are no objections by any Planning Committee member present, the comments may be included. If there is an objection to including the requested comments in the minutes, the Planning Committee shall decide the matter by a majority vote of the Planning Committee members present.
- 9.4 Public Access to Meeting Records.** The Secretary or his/her designee shall make available to the public the minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Secretary or his/her designee but not approved by the Planning Committee shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Planning Committee shall be available within five (5) business days after the meeting at which they were approved. The Secretary or his/her designee shall promptly mail copies of minutes to persons who have subscribed and paid the required fee as determined by the Board of Commissioners.
- 10. AMENDMENTS.** These Bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these Bylaws must be submitted in writing to the members of the Planning Committee at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the Planning Committee membership as appointed under Section 3.1 of the Resolution establishing the Planning Committee shall be required to amend these Bylaws.
- 11. SEVERABILITY.** If any section, provision or clause of these Bylaws or the application thereof to any person or circumstance shall be invalid, such invalidity shall not affect any remaining portion or application of these Bylaws which can be given effect without the invalid portion or application.

These Bylaws were adopted by the Charlevoix County Materials Management Planning Committee at its meeting held on _____, 2025.

CHARLEVOIX COUNTY MATERIALS
MANAGEMENT PLANNING
COMMITTEE

By: _____

Its: Chairperson

By: _____

Its: Secretary