

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

For Planning Commission Meeting of July 6, 2022

SUBJECT: Annual CPC Organizational Meeting

The Ann Arbor City Planning Commission ("Commission") is directed to undertake a series of organizational measures on an annual basis in order to comply with provisions of the Commission's [Bylaws](#). This report provides an overview of these actions.

Election of Officers

Article 6 of the Planning Commission Bylaws establish three officers of the Commission:

- Chair – The chair shall preside at all meetings and shall decide points of order and procedure, subject to the provisions of the Bylaws. The Chair shall ensure that all meetings are conducted in an efficient and respectful manner.
- Vice-Chair – The Vice-Chair shall act to fulfill the duties of Chair in the absence of the Chair.
- Secretary – The Secretary shall perform such duties as required by law and as the Commission may determine. The Secretary shall act for the Vice-Chair in the Vice-Chair's absence.

The election of officers shall be held at the first regular meeting in July that occurs after July 1st. The election of officers shall be made through nomination from the Commission from the floor, and then the election shall take place immediately after. A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve a term of one year, or until the candidate's successor takes office.

Nominations and elections may be conducted individually for each officer, or a full slate of officer candidates may be nominated and considered.

As the Bylaws further declare that no member of the Commission shall hold the same office for more than two successive terms, no current member is eligible for nomination to their existing officer position. Additionally, a City Council Ex-Officio member of the Planning Commission is not eligible for an officer position.

PROPOSED CITY PLANNING COMMISSION OFFICERS NOMINATION
I nominate _____ for Chair, _____ for Vice-Chair, and _____ for Secretary.

Upon nomination, those individuals are given the opportunity to acknowledge and accept the nomination as presented.

PROPOSED CITY PLANNING COMMISSION OFFICERS ELECTION MOTION

I _____ move to elect Commissioner _____ to the role of Chair, Commissioner _____ to the role of Vice-Chair, and Commissioner _____ to the role of Secretary.

Upon a voice vote (roll call only if necessary), if the Chair declares that the majority of members vote aye, the officers are designated, and immediately take their place. The newly elected Chair would preside over the balance of the meeting.

Bylaws

As stipulated in the current version of the Planning Commission Bylaws, annual review and consideration of the Bylaws is required. The review of Bylaws shall be conducted at the first regular meeting in July that occurs after July 1st. The current Bylaws were last adopted in September 2021.

City staff recommends that the Bylaws as currently adopted are appropriate and do not require any amendment.

The process of this review typically results would follow one of two courses:

1. The Bylaws are reviewed, determined to be appropriate in their current form and action is taken to confirm the determination.

PROPOSED CITY PLANNING COMMISSION – BYLAWS AFFIRMATION

I move to affirm that the City Planning Commission Bylaws are appropriate in their current form, and require no amendment at this time.

Or

2. The Bylaws are proposed to be amended. In the event that amendments are proposed, a draft of the proposed changes should be presented and/or developed. Upon such proposal, the changes will be provided to the City Attorney for review. After this review, and future action by the Planning Commission, the proposed amendments are forwarded to the City Council for final determination.

After discussion of proposed amendments to the Bylaws, the following motion is considered:

PROPOSED CITY PLANNING COMMISSION BYLAWS AMENDMENT

I move that the following changes are referred to the City Attorney for review:

[describe amendment(s)];

And that the proposed amended Bylaws be presented back to the Planning Commission after staff review on August 3, 2022.

Committees and Appointments

The final organizational task is to assign Commissioners to subcommittees and as designees to other groups. These appointments have been previously discussed and are presented at the organizational meeting for adoption.

Recently, questions were raised regarding whether Commissioners could service as a designee to another committee on behalf of multiple groups as follows:

- Could Commissioner Disch represent the Planning Commission on the Center of the City Initiating Committee?

No. The resolution that establishes this committee explicitly calls for a “citizen member” of Planning Commission to be put forward for City Council consideration.

- Could Commissioner Disch represent the Planning Commission on the Environmental Commission?

Yes. The bylaws of the Environmental Commission designate that one member be appointed by the Planning Commission to the Environmental Commission. Without additional qualification, any Planning Commissioner could be appointed to this role, regardless of that individual serving the Environmental Commission in an additional capacity.

PROPOSED CITY PLANNING COMMISSION COMMITTEES/LIAISONS
I move that the commissioner appointments reflected on the attachment as modified during discussion be approved.

Attachment: Proposed Committees and Designees – July 6, 2022