

PLANNING AND DEVELOPMENT SERVICES STAFF REPORT

For Planning Commission Meeting of July 18, 2023

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 be amended. The attached by-laws include changes to the Planning Commission’s role in new appointments, as well as some technical language changes. The attached draft also include modifications to voting requirements, which would require accompanying ordinance changes in order to enact. If the Planning Commission wishes to pursue amendments the following action can be taken to advance the changes:

PROPOSED CITY PLANNING COMMISSION BYLAWS AMENDMENT

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

- 1. The proposed amendments included in the draft by-laws presented at this meeting.
- 2. [description of any additional amendment(s)];

And that the proposed amended Bylaws be presented back to the Planning Commission after staff review on August 15, 2023.

If the Planning Commission disagrees with the proposed changes, and believes the by-laws are appropriate in current form, the following action can be taken:

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.

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. The following action will enact committee/liaison assignments:

PROPOSED CITY PLANNING COMMISSION COMMITTEES/LIAISONS

I move that the commissioner appointments reflected on the attachment as modified during discussion be approved.

Attachment: DRAFT Bylaws Amendments – July 13, 2023
Proposed Committees and Designees – July 13, 2023