

Planning Commission - Notes for New Chair

Responsibilities

- **Chair**
 - Work with Zoning Administrator to create agenda
 - Facilitate meetings
 - Be available to work with ZA on PC matters in between meetings
 - Governance adherence (Michigan Planning Enabling Act, Michigan Zoning Enabling Act, Village of Northport Commission Ordinance, Northport Commission Bylaws)
 - Attend Infrastructure Committee meetings (when PC is not otherwise represented)
 - Generate Annual Report
- **Secretary**
 - Serve as chair should current chair be absent, or unable to complete term
 - Take minutes, create first draft (eventually a staff position)
 - Place approved minutes in binder in office (OMA requirement)
 - Print packet for board
 - Maintain notebook/binder for new members, including updates
 - Notify Village personnel of approved meeting schedule (January) for placement in the Leelanau Enterprise
 - Maintain an attendance record for: Village Clerk for payment, and PC chair for inclusion in the PC Annual Report
 - Manage Zoom for meetings (currently done by ZA, but may not be realistic with new ZA)
- **Dropbox management** (currently managed by ZA and PC chair)
 - Agenda
 - Minutes
 - Documents

Schedule for meeting prep

- Two weeks prior – meet with ZA to develop agenda
- Thursday prior – ZA sends agenda to PC members and places in Dropbox (agenda and meeting packet)
- Friday prior – have all items for the packet in Dropbox
- Print and post late additions to the packet

Chair responsibility during meeting

- Ensure that there is a quorum
- Call the meeting to order - announce there is a quorum and state the time
- Facilitate discussion for agenda items
- Handle motions
 - Motion
 - Second
 - Discussion
 - Vote
- Adjourn meeting, noting time