

**B Y L A W S**  
**of the**  
**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**AS AMENDED AUGUST 10, 1976, JUNE 27, 1990 and January 1, 1992**  
**AS AMENDED AND ADOPTED December 16, 1992**  
**EFFECTIVE DATE: January 1, 1993**

**ARTICLE I – ESTABLISHMENT**

**SECTION 1:** This Commission was established pursuant to resolutions adopted by the Boards of Supervisors of Clinton, Ingham and Eaton Counties on July 18, 1956, respectively, under authority of Act 281 of Michigan Public Acts of 1945, as amended.

**SECTION 2:** The official title of this Commission is the Tri-County Regional Planning Commission, hereinafter referred to as the “Commission”.

**ARTICLE II – MEMBERS**

**SECTION 1: Membership Composition**

1. The Commission shall be composed of nineteen (19) members: three (3) from Clinton County, five (5) from Eaton County, five (5) from Ingham County and five (5) from the City of Lansing and one (1) from the Michigan Department of Transportation.
2. All governmental units within a major unit shall be offered membership through the major unit.
3. Each county shall allocate one or more of its membership positions on the Commission to those cities and townships having a population of more than 15,000 or 20% of the county population (excluding the City of Lansing from the counties' population), whichever is greater, who desire membership on the Commission.
4. Additional groups of cities, villages or townships desiring membership and having a combined population of 15,000 or 20% of the county population (excluding the City of Lansing from the counties' population), whichever is greater, may be allocated a membership by the county member unit.

5. Major transportation providers shall be entitled to a membership allocated through the major governmental members as follows. Clinton County shall allocate one (1) membership to the Clinton County Road Commission, Eaton County shall allocate one (1) membership to the Eaton County Road Commission and one (1) membership to the Eaton County Transportation Authority, Ingham County shall allocate one (1) membership to the Ingham County Road Commission and the City of Lansing shall allocate one (1) membership to the Capital Area Transportation Authority. If a major transportation provider does not elect to accept a membership on the commission, then the major unit of government should use that membership to appoint another qualified delegate to the commission.

**SECTION 2: Appointment of Delegates**

1. Member governments or groups of governments are responsible for designating or removing their delegates.
2. Governmental member units should appoint elected officials, whenever possible, as their delegates. However, at least fifty percent (50%) of the delegates from each member unit shall be elected officials. Where feasible, governmental appointments shall include delegates that reflect the minority population within the community.
3. Delegates for major transportation providers allocated a membership by member governments, as required in Article II, Section 1 (5), shall be appointed or removed by, and shall be members of, the independent governing or policy-making board of these major transportation providers.
4. The Michigan Department of Transportation delegate will be designated or removed by the director of the Michigan Department of Transportation and shall be a resident of the tri-county region.
5. All governmental units having group membership shall caucus to elect a delegate for that group, and thereafter shall caucus annually prior to the annual meeting, to elect their delegate. Such delegates may be removed and replaced through the same procedure.
6. The chief elected official of member governments are ex officio members of the Commission, without vote.

**SECTION 3: Term of Office**

1. Delegates who are elected officials may serve for terms equal to their terms of office.
2. Delegates-at-Large shall serve for two-year terms beginning on May 1 of odd years.
3. Major transportation provider delegates may serve for two-year terms or a period equal to their term of office, whichever is shorter.
4. Any delegate may be reappointed for additional like terms.
5. Appointments shall be the exclusive prerogative of the appointing authority and shall not be subject to challenge by any member of the Commission, or the Commission.

**ARTICLE III – COMPENSATION**

**SECTION 1:** No compensation shall be paid members of the Tri-County Regional Planning for their services as members of the Commission; provided that this shall not affect in any way remuneration received by any state or local official who, in addition to his/her responsibilities and duties as a state or local official, serves also as a member of the Commission. All members may be reimbursed for actual expenses incurred as representatives of the Commission outside the region and as authorized by the Commission.

**ARTICLE IV – PURPOSE AND FUNCTION**

**SECTION 1:** The Commission is a voluntary organization of local governments and agencies organized to foster a cooperative effort in resolving problems, policies and plans that are common and regional with the greatest benefit to citizens of the Tri-County area while maximizing the efficient use of its resources.

**SECTION 2:** The purpose of the Tri-County Regional Planning Commission shall be to prepare and/or coordinate the development of plans and aid in the implementation of agreed upon plans and services within the Tri-County region.

**SECTION 3:** The Commission shall have such additional purposes as may be provided by law and shall have the following functions:

- A. To provide a mutual forum to identify, study, discuss and define regional issues and opportunities by utilizing the democratic processes and encouraging citizen participation.
- B. To assure a continuing practical vehicle to promote communication and cooperation for the exchange of information among area governmental units and agencies.
- C. To foster, develop and review plans for growth, development and conservation of the environment in the region.
- D. To encourage and assist in the development of regionwide policies and proposals for coordinating human services, land use, transportation and other related physical planning programs among area local governmental units and to serve as their spokesperson upon official written request.
- E. To furnish general and technical aid to member governments and groups or organizations relative to regional issues and opportunities as they request and direct.
- F. To review and coordinate federal, state and local programs of regional importance as defined and approved by the Commission.
- G. To provide necessary assistance to local governments, agencies and individuals in securing federal and state funding programs that would have regional significance as defined by the Commission.
- H. To undertake such other activities consistent with the purposes as set forth above as are not inconsistent with the 1945 P.A. 281, as amended from time to time.
- I. To consider other matters which may benefit and be of value in promoting and accomplishing the purposes of the Commission.
- J. To encourage regionwide cooperation to enhance economic opportunity between the public and private sectors in development, expansion, attraction, and retention of business and industry.

**SECTION 4:** The Commission shall make an annual report of its activities to the member units of government and the Office of Planning Coordination of the Executive Office of the Governor.



## ARTICLE V – OFFICERS

**SECTION 1:** The officers of this Commission shall be:

- A. A Chairperson who shall preside at all meetings and shall have special duties as prescribed by the Bylaws, and shall have the further authority to preside at any recessed meeting, or call and preside at any special meeting and who shall also chair the Executive and Personnel Committee.
- B. A Vice Chairperson who shall function in the same capacity as the Chairperson in the case of the Chairperson's absence or inability to act, and who shall chair the Forward Planning Committee.
- C. A Treasurer whose duties shall be to function in the same capacity as Chairperson in case of the Chairperson's and Vice Chairperson's absence or inability to act, and such other duties as are usual to the office, and who shall chair the Finance Committee. The Treasurer and such other officers and staff members as are responsible for the handling of funds, shall be bonded in an amount to be determined by the Commission.
- D. A Secretary whose duties shall be to function in the same capacity as Chairperson in the case of the Chairperson's, Vice Chairperson's and Treasurer's absence or inability to act, and to recommend to the Commission a correct copy of minutes of any meeting at which Tri-County business shall have been transacted, and such other duties as are usual to the office, and who shall chair the Program and Grant Review Committee.

**SECTION 2:** The officers of the Tri-County Regional Planning Commission shall be elected each year for a one-year term by the Commission from the voting members, at their Annual Meeting in January of each year, or at a recessed meeting of their first regular meeting in January, or at such times as vacancies may occur.

Each office shall be rotated yearly among each major member unit of government and each major member unit shall choose its own nominee for the respective office. The rotation will be Secretary to Treasurer to Vice Chairperson to Chairperson, then back to Secretary. In the event a unit is unable to secure a nominee to serve in the respective office, the next unit of government, in turn, will be eligible to nominate a person for that office.

During the election of officers at the annual meeting in January each year, the Executive Director shall assume the chair until such time as the elected person shall assume the chair having been duly elected as prescribed by these Bylaws.



## **ARTICLE VI – PERSONNEL**

**SECTION 1:** The Commission may employ an Executive Director and such employees as it deems necessary for its work, and may hire such consultants for part-time or full-time service as may be necessary for the prosecution of its responsibilities.

**SECTION 2:** The Commission shall prepare and adopt appropriate Personnel Regulations which shall apply to the conduct of all personnel hired.

**SECTION 3:** The Executive Director of the Commission shall keep a written record of all business transacted by the Commission, serve notification to members of all meetings, keep on file all official records of the Commission, certify all maps, records and reports of the Commission, serve notice of all hearings and public meetings, and shall submit the Annual Report of the Commission's activities to the member units of government and the Office of Planning Coordination of the Office of the Governor.

**SECTION 4:** The Chairperson, Vice Chairperson, Treasurer, Secretary and Executive Director shall serve as the Committee representing the Commission and staff for the administration of the Tri-County Regional Planning Commission Employee's Pension Trust Fund; and shall be trustees of said fund. The Executive Director of the Commission shall be the Administrator thereof.

## **ARTICLE VII – MEETINGS**

**SECTION 1:** The regular meetings of the Commission shall be held as prescribed by the Commission on the fourth Wednesday of each month. Special meetings may be held as required, subject to call of the Chairperson, or in the absence of the Chairperson by the Vice Chairperson, or by no less than six (6) voting members. The necessity for a meeting may be called to the attention of the Chairperson or Vice Chairperson by the Executive Director.

**SECTION 2:** A quorum shall be defined as a majority, ten (10) of Commission members and any formal action must be by a majority of the entire Commission.

**SECTION 3:** The Commission shall be notified of the place and date of each meeting by the Executive Director by a written notice mailed to the address of the member, not less than five (5) days prior to the date set for the meeting.

**SECTION 4:** All regular meetings shall be open to the public.

**SECTION 5:** Special meetings may be public or closed; the date and place of meeting of a special closed meeting must be determined by an affirmative vote of two-thirds (2/3) of the members present at the regular meeting immediately preceding. At any closed meeting, the Commission may designate or invite any member of its technical staff or county/city official to be present if it so desires. No formal voting shall take place at a closed meeting.

**SECTION 6:** The Annual Meeting shall be the January meeting.

**SECTION 7:** The Commission may, by majority vote at a public meeting designate a different day for any regular monthly meeting as specified in SECTION 1 above.

**SECTION 8:** Commission members present at a regular meeting or a duly called special meeting may adjourn such meeting in the event a quorum is not present thereat. Future meeting notification shall be as specified in ARTICLE VI, SECTION 3 of these Bylaws.

**SECTION 9:** All members of the Commission including ex officio members are required to keep the Executive Director of the Commission advised at all times of their mailing address and notice sent by regular United States mail with postage thereon fully prepaid to each member at the latest address supplied the Executive Director shall constitute adequate notice of such meeting as to each such member.

**SECTION 10:** All regular and special meetings of the Commission and its Committees shall be conducted in accord with procedures as set forth in the Mason's Manual of Legislative Procedure.

## **ARTICLE VIII – BUDGET AND APPROPRIATIONS**

**SECTION 1:** The Executive Director shall prepare the proposed preliminary line item budget for the next fiscal year. The preliminary budget is submitted to the Commission for adoption at its March meeting. The Commission may amend any budgetary recommendations of the Executive Director.

Upon adoption of the preliminary budget, the Commission authorizes the Executive Director to request the allocation of funds from the Boards of Commissioners, the City of Lansing, and the Michigan Department of Transportation.

In September of each year the Executive Director shall prepare and submit the proposed final budget for the next fiscal year, based on the most current estimate of revenues and expenditures. Upon adoption, the commission authorizes the executive director to implement the budget and related work programs.

**SECTION 2:** The County Boards of Commissioners and the Lansing City Council shall assume all financial responsibility for the budget of the Tri-County Regional Planning Commission. Each major member unit shall pay a one nineteenth (1/19) share of the total annual allocation budget for each voting membership on the Commission. Any governmental unit, group of governmental units or major transportation provider having membership on the Commission through a member County or the City of Lansing shall reimburse that County or the City of Lansing for its share of financial responsibility. the Michigan Department of Transportation will pay a one nineteenth (1/19) share of the total annual allocation budget, directly to the Commission. Each major governmental member shall be responsible for the dues for all its allocated memberships whether delegates are appointed to fill the memberships or they are left vacant.

**SECTION 3:** The fiscal year of the Commission shall be October 1 through September 30.

### **ARTICLE IX – ADOPTION OF PLANS**

**SECTION 1:** For the adoption of Master Plans, or any substantial amendment thereof, or precise plans as designated in the Regional Planning Commission Act, Act 281 of Michigan Public Acts of 1945, as amended, an affirmative vote of a majority of the full membership of the Commission shall be required. The resolution for adoption shall be made in writing and refer expressly to the maps and descriptive and other matter intended by the Commission to form the whole, or part, of the plan or amendment, and the action shall be recorded on the map and plan and descriptive matter by the identifying signature of the Executive Director of the Commission. Attested copies of Master Plans shall be certified to the member units of government. Before adopting a Master Plan or substantial amendment thereof, the Commission shall hold at least one public hearing thereon, notice of the time and place of which shall be given by one publication in a newspaper of general circulation in the counties, not more than thirty (30) days or less than ten (10) days before such hearing.

### **ARTICLE X – COMMITTEES AND COUNCILS**

**SECTION 1:** Committees, as deemed necessary by the Commission, shall be appointed by the Commission Chairperson who shall also select the committee chairpersons, except for those committees where the chairperson is provided for in the Bylaws.

**SECTION 2:** Executive and Personnel Committee. The Executive/Personnel Committee shall consist of the four (4) officers of the Commission. The Chairperson of the Commission shall serve as the Chairperson of the Executive/Personnel Committee.

The term of office of the Executive/Personnel Committee shall be for one (1) year effective from the date of the annual election.

The Executive/Personnel Committee recommendations for action shall be submitted to the Commission for its review and action at the next regular/special Commission meeting following the Executive/Personnel Committee meeting.

**SECTION 3:** Standing Committees. The standing committees of the Commission shall be made up from the Commission members and shall be selected by the Commission Chairperson with the consent of the Commission.

- A. Finance Committee. The members of the Finance Committee shall be appointed by the Commission Chairperson from the Commission members. The Chairperson of the Finance Committee shall be the Treasurer of the Commission.

- B. Program and Grant Review Committee. The members of the Program and Grant Review Committee shall be appointed by the Commission Chairperson from the Commission members. The Chairperson of the Program and Grant Review Committee shall be the Secretary of the Commission.

**SECTION 4:** Advisory Committees. The Commission may appoint advisory committees or councils whose members may consist of individuals whose experience, training or interest in the program(s) may qualify them to lend valuable assistance to the Regional Planning Commission on technical and special phases of the program(s). The term of advisory committees shall be for the duration of the program(s) or project(s) upon which they are advising. Members of such advisory committees shall receive no compensation for their services. The chairpersons of such committees may be Commission members.

**SECTION 5:** Any Bylaws, Guidelines or Rules used or adopted for the governing of advisory committees or councils (committees or councils as mentioned in SECTION 1) must be submitted to the Tri-County Regional Planning Commission Bylaws Committee for review and recommendation to the full body of the Tri-County Regional Planning Commission for approval.

**SECTION 6:** The Tri-County Regional Planning Commission shall approve policies for any and all advisory committees, subcommittees and councils created for the purpose of coordinating intergovernmental planning in the Tri-County Regional Planning area.

## **ARTICLE XI – AMENDMENTS**

**SECTION 1:** The Bylaws may be amended by a majority vote of the full membership of the Commission at a regular meeting. Any proposed amendment to the Bylaws shall be submitted to the membership at least five (5) days prior to such meeting.

## **ARTICLE XII – STATUTE**

**SECTION 1:** Act 281 of Michigan Public Acts of 1945, as amended, is incorporated in and is hereby a part of these Bylaws.

January 5, 1993

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