



BALDWIN TOWNSHIP

30239 128th Street, Princeton MN 55371

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Website: <http://baldwintownship.govoffice.com>

PLANNING COMMISSION BYLAWS

ARTICLE I NAME OF COMMISSION

The name of this organization shall be the Baldwin Township Planning Commission.

ARTICLE II AUTHORIZATION

The authorization for the establishment of this Planning Commission is set forth under Minnesota Statute § 462, the Planning Statute, and any amendments and supplements thereto. Powers and duties are delegated to the Planning Commission by the Baldwin Town Board of Supervisors by Ordinance No. 200 dated the 7th day of March, 2011 in accordance with the above-mentioned enabling law.

ARTICLE III COMPOSITION OF PLANNING COMMISSION

Section 1. Membership shall consist of five – seven landowners who are residents to be appointed by the Baldwin Town Board of Supervisors. In the first instance, three members of said planning commission shall be appointed for one year, two members for two years, and two members for three years. One Township Supervisor will be a representative from the Baldwin Township Board of Supervisors and will act in an ex-official capacity. An appointment to fill a vacancy shall be only for the un-expired portion of the term.

Section 2. Each member, with the exception of the ex-officio member shall be entitled to one vote.

Section 3. The Baldwin Township Board of Supervisors shall have the authority to remove any member of the Planning Commission or any sub-committees of the Planning Commission by a simple majority vote of the Baldwin Town Board. The Baldwin Township Board of Supervisors can remove a member for valid cause, including but not limited to the following: a). missing three (3) or more consecutive meetings without just cause or notification to the Planning Commission, b). neglect of duties of the office, c). failure to disclose a conflict of interest, d). misrepresentation of the organization, and e). conviction of a felony or other illegal activities.

ARTICLE IV OFFICERS

Section 1. The officers of the Baldwin Township Planning Commission shall consist of a Chairperson and Vice Chairperson.

Section 2. The Secretary for the Baldwin Township Planning Commissioner will be designated by the Baldwin Township Board of Supervisors.

Section 3. The Chairperson shall preside at all meetings and hearings of the Baldwin Township Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.



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Section 4. The Vice Chairperson shall act for the Chairperson in his/her absence.

Section 5. The Secretary shall keep the minutes and records of the Commission; and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chairperson, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and such other duties as are normally carried out by a Secretary.

ARTICLE V ELECTION OF OFFICERS / ORGANIZATIONAL MEETING Rev 2 30.Sept.15

Section 1. An annual organizational meeting shall be held in *January*^{Rev 2, 30.Sept.15} of each year. The organizational meeting of the Baldwin Township Planning Commission will be held thereafter yearly.

Section 2. Nominations shall be made at the annual organizational meeting, and election of the officers specified in Section 1 of Article IV shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote of the entire membership of the Baldwin Township Planning Commission shall be declared elected and shall serve for one year or until his successor shall take office.

Section 4. Vacancies in office shall be filled immediately by regular election procedure.

ARTICLE VI MEETINGS

Section 1. Planning Commission meetings *shall be held monthly as annually posted and published*^{Rev 2 30.Sept.15}. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting in which case four days (4 days) posted notice of the change must be made in order to give notice to the residents of the change.

Section 2. *A Planning Commissioner quorum shall consist of a majority of the members in attendance of the full Planning Commission which are already appointed and sworn in, to conduct the business of the Commission.*^{rev.03.13.14} Voting shall be by voice call unless requested otherwise. A record of the roll call vote shall be kept as a part of the minutes.

Section 3. Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call a special meeting when requested to do so by a majority of members of the Planning Commission. The Secretary shall notify all members of the Planning Commission not less than five days in advance of such special meeting.

Section 4. All meetings or portions of meetings at which official action is taken is subject to the Open Meeting Law and shall be open to the general public.



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ARTICLE VII ORDER OF BUSINESS

Section 1. Unless otherwise specified, as amended, the order of business at regular meetings shall be:

- a. Call to order / Pledge of Allegiance
 - i. Roll call
 - ii. Motion to approve/amend regular meeting agenda
- b. *Minutes of previous meeting*^{Rev. 230, Sept. 15}
- c. *Land use requests*^{Rev. 2, 30, Sept. 15}
- d. Communications
- e. Old Business & Reports
- f. New Business
- g. Adjournment

Section 2. A motion from the Commission members must be made and passed in order to dispense with any item or change on the agenda.

ARTICLE VIII HEARINGS

Section 1. In addition to those required by law, the Baldwin Township Planning Commission may hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of the time and place of such hearing shall be posted at least one designated places of Baldwin Township a minimum of ten days before the day of the meeting or as prescribed by statute.

Section 3. The matter before the Baldwin Township Planning Commission shall be presented in summary by the Chairperson or by a member of the Planning Commission designated by the Chairperson and parties in interest shall have the privilege of the floor.

Section 4. A record shall be kept of those speaking before the Baldwin Township Planning Commission at such hearings.

ARTICLE IX AMENDMENTS

These bylaws may be amended by a majority vote of the entire membership of the Baldwin Township Planning Commission.



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Motion by Commissioner Terry Carlile, second by Commissioner Ross Perry to adopt the Baldwin Township Planning Commission Bylaws on a voice vote.

Ayes: 4 Commissioners Carlile, Perry, Case and Patten
Nays: 2 Commissioners Harris and Rittenour
Absent: 0
Abstain: 0

Motion passed.

ATTEST:

ADOPTED this date October 11, 2012

/s/ Cheryl Goetz Dobson
Secretary, Planning Commission
Town of Baldwin

/s/ Peggy Patten
Chairperson, Planning Commission
Town of Baldwin

Date: March 13, 2014 Amended to read as follows:

Article VI, Section 2.

A Planning Commissioner quorum shall consist of a majority of the members in attendance of the full Planning Commission, which are already appointed and sworn in, to conduct the business of the Commission.^{rev.03.13.14}

Motion was made by Commissioner Judy Thorson, seconded by Commissioner Terry Carlile to adopt the above amendment to the Planning Commission bylaws.

Ayes: Commissioners Terry Carlile, Peggy Patten & Judy Thorson
Nays: Commissioner Rich Harris
Absent: Commissioner Ross Perry
Abstain: None
Motion passed. Adopted this day the 13th of March, 2014

Attest:

Baldwin Township Planning Commission

/s/ Cheryl Goetz Dobson
Secretary, Planning Commission
Town of Baldwin

/s/ Peggy Patten
Chairperson, Planning Commission
Town of Baldwin



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Date: September 30, 2015 Articles amended:

Articles 5, 6 & 7 / Revisions 2. 30.Sept.15

Motion was made by Commissioner Johnson, seconded by Commissioner Harris to adopt the above amendment to the Planning Commission bylaws.

Ayes: 4

Nays: 0

Absent: Commissioner Patton

Abstain:

Motion passed. Adopted this day the 30th of Sept, 2015

Attest:

Baldwin Township Planning Commission

Secretary, Planning Commission

[Signature]
Chairperson, Planning Commission