

IRONWOOD PLANNING COMMISSION BYLAWS  
of May 6, 2009, Amended January 7, 2015

Adopted, effective immediately, May 6, 2009, amended January 7, 2015

1. **Name/Purpose**

- A. The name shall be the Ironwood Planning Commission, hereafter known as the "Commission".
- B. These Bylaws are adopted to facilitate the performance of its duties as outlined in P.A. 33 of 2008, as amended, being the Michigan Planning Enabling Act, (M.C.L. 125.3801 *et seq.*), hereinafter "the Planning Act."
- C. These Bylaws are also adopted to facilitate the duties of the Commission for administration of a zoning ordinance as outlined in P.A. 110 of 2006, as amended, being the Michigan Zoning Enabling Act, (M.C.L. 125.3101 *et seq.*), hereinafter "the Zoning Act."

2. **Membership**

- A. Members. Members of the Commission are appointed by the Mayor of the City of Ironwood subject to the approval of a majority vote of the Ironwood City Commission pursuant to the Ironwood Planning Commission Ordinance, and Michigan Planning Enabling Act, as amended.
- B. Each member shall represent and advocate what is best for the City of Ironwood as a whole, putting aside personal or special interests.
- C. Liaisons. The purpose of liaisons is to provide certain Ironwood City officials and quasi-officials the ability to participate in discussions with the Commission, in addition to speaking in public participation, and nothing else. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, be counted for a quorum or be expected to comply with attendance requirements pursuant to Section 2.C of these bylaws. Liaisons, if not already appointed Commission members, are:
  - 1. Planning Department staff, and their agents and consultants.
  - 2. The Commission's consultants.
  - 3. The City of Ironwood's engineering, water, sewer, DPW, Public Safety, or similar department heads.
  - 4. City of Ironwood attorney and corporate council.
  - 5. The City Manager of the City of Ironwood.
  - 6. Manager of the County Road Commission and village or city road agency.
  - 7. The county Emergency Management Coordinator.
  - 8. The county Soil Erosion and Sedimentation Control Officer.
  - 9. District Health Department senior or supervisory Registered Sanitarian.
  - 10. The County Register of Deeds.
  - 11. The County Extension Director.
  - 12. The County Soil Conservation Service Soil Conservationist.
  - 13. Regional (multi-county) Planning Staff.

- D. Attendance. If any member of the Commission has three (3) unexcused absences in one term on the Commission and/or has missed three consecutive meetings in a row (the meetings can be regular meetings, special meetings, or any combination thereof), then that member shall be considered delinquent. Delinquency shall be grounds for the Ironwood City Commission to remove a member from the Commission for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Commission secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the Ironwood City Commission whenever any member of the Commission is absent from three consecutive regularly scheduled meetings, so the Ironwood City Commission can consider further action allowed under law or excuse the absences.
- E. Training. Each member shall have attended at least four hours per year of training in planning and zoning during the member's current term of office. If so provided in the ordinance creating the Commission, failure to meet the training requirements shall result in the member not being reappointed to the Commission. Training shall be provided by one or more of the following organizations: Michigan Association of Planning, Michigan State University Extension, Michigan Townships Association, Michigan Municipal League, continuing education programs of Michigan State University, University of Michigan, Northern Michigan University, Central Michigan University, or Wayne State University.
- F. Incompatibility of Office.
1. Each member of the Commission shall avoid conflicts of interest and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
    - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
    - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.
    - c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
    - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
    - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
    - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
      - (1) an applicant or agent for an applicant, or
      - (2) has a direct interest in the outcome.
  2. If there is a question whether a conflict of interest exists or not, the question shall be put before the Commission. Whether a conflict of interest exists or not shall be determined by a majority vote of the remaining members of the Commission.

Failure of a member to disclose a potential conflict of interest as required by Public Act 33 of 2008 constitutes malfeasance in office.

3. When a conflict of interest exists, the member of the Commission, or committee, shall do all of the following immediately, upon first knowledge of the case and determining that a conflict exists:
  - a. declare a conflict exists at the next meeting of the Commission or committee;
  - b. cease to participate at the Commission or committee meetings, or in any other manner, or represent one's self before the Commission, its staff, or others, and
  - c. during deliberation of the agenda item before the Commission or committee, remove one's self from the front table where members of the Commission sit, until that agenda item is concluded.
4. If a member of the Commission is appointed to another office, which is an incompatible office with his or her membership on the Commission, then on the effective date of the appointment to the other office, that shall result in an automatic resignation from the Commission. If a member of another office is appointed to the Commission, which is an incompatible office with his or her membership in the other office, then on the effective date of the appointment to the Commission, that shall result in an automatic resignation from the other office.

### 3. Duties of all members.

- A. *Ex Parte* contact
  1. Members shall avoid *Ex Parte* contact about cases where an administrative decision is before the commission whenever possible.
  2. Despite one's best efforts it is sometimes not possible to avoid *Ex Parte* contact. When that happens, the member should report to the Commission at a public meeting or hearing what was said, so that every member and other interested parties are made aware of what was said.
- B. Site Inspections
  1. Site inspections shall be done by the zoning administrator or other staff. A written report of the site inspection shall be orally presented to the Commission at a public meeting or hearing on the site.
  2. If desired, members of the commission may accompany the zoning administrator on a site visit as long as a quorum of the Commission is not present, unless posted as an open meeting.
- C. Not Voting On the Same Issue Twice. Any member of the Commission shall avoid situations where they are sitting in judgment and voting on a decision which they had a part in making as a member on a board or commission (separate from the planning commission) that is established under the authority of the City of Ironwood.
- D. Accepting gifts.

1. Gifts shall not be accepted by a member of the Commission as a result of their position on the Commission.
  2. As used here, gifts, shall mean cash, any tangible item, or service, regardless of value; and food valued over \$10.
  3. This section does not apply to the Commission accepting gifts for the exercise of its functions pursuant to M.C.L. 125.3823(3), §23(3) of the Planning Act.
- E. Spokesperson for the Commission.
1. Free and open debate should take place on issues before the Commission. Such debate shall only occur at meetings of the Commission.
  2. Once a vote is taken and an issue is decided by vote, the duty of each member of the Commission is to represent the position reflected by the outcome of the vote. Minority reports and requests for reconsideration may take place only at an open meeting of the Commission.
  3. From time-to-time, or on a specific issue the Commission may appoint a spokesperson for the Commission for all matters which occur outside of the meetings of the Commission.

#### 4. **Officers**

- A. **Selection.** At the regular meeting in January of each year, the Commission shall select from its membership a Chair, Vice-Chair, and Secretary. All officers are eligible for reelection. In the event the office of the Chair becomes vacant, the Vice-Chair shall succeed to this office for the unexpired term and the Commission shall select a successor to the office of Vice-Chair for the unexpired term. In the event the office of the Secretary becomes vacant, the Commission shall elect a successor to the office for the unexpired term. The Commission or Secretary may also designate another person who is not a member of the Commission to be the recording secretary.
- B. **Tenure.** The Chair, Vice-Chair and Secretary shall take office at the same organizational meeting at which they are selected and shall hold office for a term of one year or until their successors are selected and assume office.
- C. **Chair's Duties.** The Chair retains his or her ability to discuss, make motions and vote on issues before the Commission. The Chair shall:
1. Preside at all meetings with all powers under parliamentary procedure;
  2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the Commission;
  3. Appoint committees;
  4. Appoint officers of committees or choose to let the committees select their own officers.

5. May call special meetings pursuant to Section 5.B of these Bylaws;
6. Appoint an Acting-Secretary in the event the Secretary is absent from a Commission meeting.
7. Review with the Secretary or staff, prior to a Commission meeting, the items to be on the agenda if he or she so chooses;
8. Periodically meet with the Planning Director and/or other Planning Department staff to review Planning Department operation, procedures, and to monitor progress on various projects.
9. Chair or perform a major role in the interview and selection process for a Planning Director;
10. Act as the Commission's chief spokesman to represent the Commission at local, regional, and state government levels.
11. Represent the Commission, along with the *ex-officio* City Commission member, before the Ironwood City Commission; and
12. Perform such other duties as may be ordered by the Commission.

D. Vice-Chair's Duties. The Vice-Chair shall:

1. Act in the capacity of Chair, with all the powers and duties found in Section 4.C of these Rules, in the Chair's absence; and
2. Perform such other duties as may be ordered by the Commission.

E. Secretary's Duties. The Secretary shall:

1. Execute documents in the name of the Commission;
2. Be responsible for the minutes of each meeting, pursuant to section 6.A of these Bylaws if there is not a recording secretary.
3. Review the draft of the minutes, sign them, and submit them for approval to the Commission and shall have them spread in suitable volumes. Copies of minutes shall be distributed to each member of the Commission prior to the next meeting of the Commission (the Secretary may delegate this duty to Commission staff);
4. Receive all communications, petitions, and reports to be addressed by the Commission, delivered or mailed to the Secretary in care of the Planning Department Office;
5. Keep attendance records pursuant to Section 2.C of these Bylaws;
6. Provide notice to the public and members of the Commission for all regular and special meetings, pursuant to the Open Meetings Act, P.A. 267 of 1976, as amended, M.C.L. 15.261 *et seq.* (the Secretary may delegate this duty to Commission staff);
7. Prepare an agenda for Commission meetings pursuant to Section 5.K of these Bylaws (the Secretary may delegate this duty to Commission staff); and
8. Perform such other duties as may be ordered by the Commission.

F. Recording Secretary's Duties. The Recording Secretary shall not be a member of the commission or any of its committees, and shall:

1. At each meeting take notes for minutes and prepare a first draft of minutes pursuant to section 6.A of these Bylaws for review and signature by the Secretary; and
2. Perform such other duties as may be ordered by the Commission or secretary.

5. **Meetings**

- A. Regular meetings. Meetings of the Commission will be held the first Thursday of every month at 5:00 p.m. at the Ironwood Memorial Building, 213 S. Marquette St. When the regular meeting day falls on a legal holiday, the Commission shall select a suitable alternate day in the same month. An annual notice or regularly scheduled Commission meetings shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*)
- B. Special Meetings. Special meetings shall be called in the following manner:
  1. By the Chair.
  2. By any two members of the Commission, upon written request to the secretary.
  3. Notice of special meetings shall be given by the Secretary to members of the Commission at least forty eight (48) hours prior to such meeting and shall state the purpose, time, day, month, date, year and location of the meeting (the Secretary may delegate this function to staff). In addition notices shall comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act M.C.L. 15.261 *et seq.*).
- C. Recess. The Chair, or the Commission, after the meeting has been in session for two hours (not including site inspections), shall suspend the Commission's business and evaluate the remaining items on its agenda. The commission shall then decide to finish that meetings agenda, may act to continue the meeting on another day (fix the time at which to adjourn), or complete some agenda items and continue the meeting on another day to complete other agenda items or postpone certain agenda items to the next meeting. If applicable such action shall include the time, day, month, date, year, and location the Commission will reconvene. If more than 18 hours will pass before the reconvened Commission, public notice shall be given to comply with P.A. 267 of 1976, as amended, (being the Michigan Open Meeting Act M.C.L. 15.261 *et seq.*). Upon reconvening, a roll call of attendance shall be the first item of business before proceeding with the same agenda. The commission shall resume with the same meeting agenda, proceeding at the same point where they left off, without the addition of additional business.
- D. Quorum. More than half the total number of seats of the seven (7) voting members of the Commission, regardless if vacancies exist or not, shall constitute a quorum for the transaction of business and the taking of official action for all matters before the Commission. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.
- E. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall then be governed by *Roberts Rules of Order Newly Revised*, (10<sup>th</sup> Edition, Perseus Publishing, New York, 2000 (ISBN 0-7382-037-6)) for issues not specifically covered by these Bylaws. Where these Bylaws conflict, or are different than *Robert's Rules of Order*, then these Bylaws control.

- F. Public Participation. All regular and special meetings, hearings, records, and accounts shall be open to the public.
1. All public comment on all agenda items should be presented at the beginning of the meeting where provided in the printed agenda. After that point during the meeting, public comment is normally not allowed; however, sometimes the Commission may direct questions to members of the public. Public comment is at the beginning of the meeting so the Commission can hear concerns and questions before acting on an issue. Those making public comment are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
  2. The Chair may limit the amount of time allowed for each person wishing to make public comment at a Commission meeting. The Chair may ask members of the audience to caucus with others sharing similar positions so they may select a single spokesperson. If a single spokesperson is selected, that individual shall be able to make public comment at the Commission meeting without time limit or an extended time limit.
- G. Delivery of Agenda. The agenda and accompanying materials shall be mailed to Commission members so it is reasonably expected to be received prior to the weekend prior to the regular meeting date.
- H. Placement of Items on the Agenda.
1. The Ironwood Community Development Office shall be the office of record for the Commission.
  2. The Community Development Director, or their designee, may receive items on behalf of the Commission between the time of the adjournment of the previous Commission meeting and eight business days prior to the next regularly scheduled Commission meeting.
  3. Items received by the Community Development Director between seven business days prior to the next regularly scheduled Commission meeting and the next regularly scheduled Commission meeting shall be set aside to be received by the Commission at its next regularly scheduled Commission meeting. The Commission may act on those items of a minor nature or table action to the subsequent regular or special Commission meeting. Those items of a major nature, or items normally receiving staff review, analysis, or recommendation shall be tabled until the subsequent regular or special Commission meeting.
  4. The deadline to add items to the Commission's meeting agenda shall be seven business days prior to the next regularly scheduled Commission meeting.
- I. Minutes and Record. The Commission Secretary shall keep, or cause to be kept, a record of Commission meetings.

1. Copy of the meeting posting pursuant to P.A. 267 of 1976, as amended, (being the Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*)
2. Copy of the minutes, and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
  - a. Time and place the meeting was called to order.
  - b. Attendance.
  - c. Indication of others present (listing names if others choose to sign in and/or a count of those present).
  - d. Summary or text of points of all reports (including reports of what was seen and discussed at a site inspection) given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
  - e. Summary of all points made in public participation or at a hearing by the applicant, officials, and guests and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
  - f. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
    - (1) Who testified and a summary of what was said..
    - (2) A statement of what is being approved (e.g. special use permit, variance, conditional use permit, subdivision, land division, etc.)
    - (3) The location of the property involved (tax parcel number and description, legal description is best).
    - (4) What exhibits were submitted (list each one, describe each, number or letter each and refer to the letter or number in the minutes).
    - (5) What evidence was considered (summary of discussion by members at the meeting).
    - (6) The administrative body's findings of fact.
    - (7) Reasons for the decision made. (If the action is to deny, then each reason should refer to a section of an ordinance which would be violated or with which not complied.)
    - (8) The decision (e.g. approve, deny, approve with modification).
    - (9) A list of all required improvements (and if they are to be built up-front or name the type of performance security to be used), if any.
    - (10) List of all changes to the map/drawing/site plan that was submitted. (Sometimes it is easier to use a black flair felt pen and draw the changes on the map of what was applied for, rather than listing the changes. Do not use different colors. The map will most likely be photo copied. Then colors on the copy will not show at all or will just be black.)
    - (11) Make the map/drawing/site plan part of the motion (e.g. "...attached to the original copy of these minutes as appendix `A', and made a part of these minutes...").
  - g. Who called the question.
  - h. The type of vote and its outcome. If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous. If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."



- i. That a person making a motion withdrew it from consideration.
  - j. All the Chair's rulings.
  - k. All challenges, discussion and vote/outcome on a Chair's ruling.
  - l. All parliamentary inquiries or point of order.
  - m. When a voting member enters or leaves the meeting.
  - n. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.
  - o. All calls for an attendance count, the attendance, and ruling if a quorum exists or not.
  - p. The start and end of each recess.
  - q. All Chair's rulings of discussion being out of order.
  - r. Full text of any resolutions offered.
  - s. Summary of announcements.
  - t. Summary of informal actions, or agreement on consensus.
  - u. Time of adjournment.
3. Records of any action, support documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.
- J. Retention. Commission records shall be preserved and kept on file according to the following schedule:
- 1. Minutes, bonds, oaths of officials, zoning ordinances, master or compressive plans, other records of decisions, Commission or department publications: Permanent.
  - 2. General ledger: 20 years.
  - 3. Account journals: 10 years.
  - 4. Bills and/or invoices, receipts, purchase orders, vouchers: 7 years.
  - 5. Correspondence: Permanent.

**6. Committees.**

- A. Ad Hoc Committees. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- B. Citizen/Advisory Committees. The Commission, Chair, or Zoning Administrator may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serve on a citizen committee at any given time. The purpose of the Citizen/Advisory committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Commission and to better represent various interest groups in the City of Ironwood.
- C. Same Principles. The same principals of these Bylaws for the Commission also apply to all committees of the Commission including, but not limited to:
  - 1. Officers. Officers of committees are appointed by the Chair of the Commission at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary-Vice-Chair.
  - 2. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee.

3. Voting. Only those appointed members of a committee, who are present at the time of a vote shall be eligible to cast a vote.
4. Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Commission to remove any member from the committee. The committee Secretary-Vice-Chair or acting committee Secretary in the absence of the elected committee Secretary-Vice-Chair shall keep attendance records and notify the Commission of any committee member who is absent from three consecutively scheduled meetings so the Commission may consider removal of the individual from the committee or excuse the absence(s).
5. Minutes. The Secretary-Vice-Chair of the committee shall keep minutes of the committee meetings in the same format used by the Commission and filed in the same office as the Commission's minutes.
6. Staff. Committees have reasonable use of Planning Department/Zoning Administrator staff time and assistance and direction for performing the work of the committee.
7. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in P.A. 267 of 1976, as amended, (being Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*).
8. Subcommittees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

7. **Rules of Procedure for All Committees**

- A. Subservient to the Commission. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.

8. **Zoning Responsibilities**

- A. All powers of the zoning commission have been transferred to this Commission, pursuant to M.C.L. 125.3301 of the Zoning Act.
- B. Zoning adoption or amendment (including PUD zoning amendments). The commission shall review and act on all proposed zoning ordinances, or zoning amendments pursuant to the Zoning Act. At least one hearing shall be held on each proposed zoning ordinance or amendment, a public notice shall be given at least 15 days prior to the hearing in a newspaper of general circulation. After the hearing, action shall be in the form of a recommendation to the legislative body. At a minimum the recommendation shall include:
  1. Zoning plan for the areas subject to zoning, or zoning amendment of the local unit of government;
  2. The establishment of or modification of zoning districts, including the boundaries of those districts, if applicable;
  3. The text of a zoning ordinance or amendment with the necessary maps and zoning regulations to be adopted for a zoning district or the zoning jurisdiction as a whole; and
  4. The manner of administering and enforcing the zoning ordinance.

- C. Special Use Permit (including PUDs). The Commission shall review and act on all special use permits pursuant to the Zoning Act and zoning ordinance. At least one hearing shall be held on each proposed special use permit, with notices given as specified in the zoning ordinance and the Zoning Act. After the hearing, action shall be in the form of a motion which contains (or is included in the minutes), a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 5.E.2 of these Bylaws.
  - D. Site Plan Review. The Commission shall review and act on all those site plans which the zoning ordinance requires Commission action. Action shall be in the form of a motion which contains (or is included in the minutes) a finding of fact, conclusions as to a list of reasons for the action, and the Commission's action, pursuant to section 5.E.2 of these Bylaws.
  - E. Appeals. The Commission shall not act, or otherwise hear issues on zoning ordinance interpretation, zoning map interpretation, non-use variances, or use variances. Such matters shall be exclusively the jurisdiction of the Zoning Board of Appeals.
9. **Plan Reviews.**
- A. The Commission shall review all updates, amendments, and proposals for adjacent, or contiguous, local government plans, adjacent county plans, within the boundaries serviced by the Commission, and the county plans in which the Commission's service area is located.
10. **Commission staff**
- A. Authorization. The Commission staff may consist of a Planning Director and such other personnel as may be authorized by the Commission after the budget for the same is approved by the City of Ironwood.
  - B. General Responsibility. The Commission staff is charged with the duty of preparation and administration of such plans as are authorized by the Commission, appropriate for the City of Ironwood and its environs and are within the scope of the Planning Act and the Zoning Act.
  - C. Advocacy. The Commission staff shall not attempt to represent the views or comments of a member of the public at a public hearing or Commission meeting. Staff shall indicate a member of the public wishing to make their views known and they should do so directly to the Commission in person, through an agent, or by providing written comment. Staff should avoid situations of appearing to advocate for an individual or group. Nothing herein is intended to prevent staff from helping an individual or group be better informed and to present their own views. Nothing herein is intended to prevent staff from expressing their own views as private citizens.
  - D. Conflict of Interest.
    - 1. All members of the Commission's staff shall avoid situations which are conflicts of interest, and/or incompatibility of office. As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
      - a. Issuing, deliberating on, voting on, or reviewing a case concerning him or her.
      - b. Issuing, deliberating on, voting on, or reviewing a case concerning work on land owned by him or her or which is adjacent to land owned by him or her.

- c. Issuing, deliberating on, voting on, or reviewing a case involving a corporation, company, partnership, or any other entity in which he or she is a part owner, or any other relationship where he or she may stand to have a financial gain or loss.
  - d. Issuing, deliberating on, voting on, or reviewing a case which is an action which results in a pecuniary benefit to him or her.
  - e. Issuing, deliberating on, voting on, or reviewing a case concerning his or her spouse, children, step-children, grandchildren, parents, brothers, sisters, grandparents, parents in-law, grandparents in-law, or members of his or her household.
  - f. Issuing, deliberating on, voting on, or reviewing a case where his or her employee or employer is:
    - (1) an applicant or agent for an applicant, or
    - (2) has a direct interest in the outcome.
2. When a conflict of interest exists staff shall do all of the following immediately, upon first review of the case and determining a conflict exists:
- a. declare a conflict exists,
  - b. cease to process the case any further, and
  - c. forward the case, and all pertinent records, to an alternate, assistant, or manager so the case is dealt with by someone else.
3. Other than as part of work for the Commission staff shall not (1) provide private consultation services, or advise on similar related services for clients, (2) provide work in professions or services which is or could be regulated by the Commission (such as, but not limited to planning, zoning, real estate, land development, solid waste, land surveying, architecture, professional and civil engineering, landscape architecture, sociology, economics, geography, political science, public administration consulting or work) within a site within the boundaries of the City of Ironwood or for clients who are or may be applicants before the Commission, Zoning Board of Appeals, or the Commission's staff. This is not intended to prevent a staff person from assisting residents, municipalities, or others seeking help from the Commission, which are normally part of an employee's duties.

**11. Adoption, Repeal, Amendments**

- A. Upon adoption of these Bylaws they shall become effective and all previous Bylaws, shall be repealed.
- B. These Bylaws may be amended at any regular or special meeting by a two-thirds ( $\frac{2}{3}$ ) vote of the members present.