

HELENA TOWNSHIP PLANNING COMMISSION BYLAWS

HTPC Bylaws - HTBOT 2026-07-09 - Adopted

1. Name

This commission shall be known as the Helena Township Planning Commission.

2. Regular Meetings

The Planning Commission shall meet on the first Thursday of every month, except July, at 7:00 p.m. in the Helena Township Governmental Room.

3. Membership

The Planning Commission shall consist of seven (7) regular members appointed by the Township Supervisor and ratified by the Helena Township Board.

4. Terms of Office

Planning Commissioners shall serve one (1), two (2), or three (3) year terms as directed by the Helena Township Board. Terms shall expire June 30 of the applicable term year.

5. Commencement of Terms

Terms shall commence at the first meeting following appointment by the Helena Township Board and shall end when the term expires.

6. Election of Officers

At the April meeting, the Planning Commission shall elect from its membership a Chairperson, Vice Chairperson, and Secretary.

7. Chairperson

The Chairperson shall conduct all meetings according to Robert's Rules of Order and applicable MTA guidance.

8. Vice Chairperson

The Vice Chairperson shall preside in the absence of the Chairperson.

9. Committees

The Chairperson may appoint committees as necessary. Such committees shall expire upon completion of the assigned work or at the end of the year unless extended by action of the Planning Commission.

10. Conflict of Interest

Before casting a vote on a matter in which a Planning Commission member may reasonably be considered to have a conflict of interest, the member shall disclose the potential conflict of interest to the Planning Commission.

Failure of a member to disclose a potential conflict of interest as required by these bylaws constitutes malfeasance in office.

11. Amendment of Bylaws

These bylaws may be altered, amended, or repealed by a majority of the Planning Commission members present and with the concurrence of the Helena Township Board.

Amendments Requested

- Meeting time changed to 7:00 p.m.
- Regular meetings changed to monthly, except July
- No regular Planning Commission meeting in July
- “MAT” corrected to “MTA”

Adoption

Adopted by the Helena Township Planning Commission on: June 4, 2026

Planning Commission Chair: D. Hunstad

Planning Commission Secretary: J. Gurr

Concurred in by the Helena Township Board on: July 9, 2026.

Township Supervisor: C.C. Peebles

Township Clerk: O. Leffew