

**CITY OF NEW BERLIN PLAN COMMISSION BY-LAWS (as amended June 29, 2010)**

TO REPLACE PLAN COMMISSION RESOLUTION OF AUGUST 3, 1964, as revised February 6, 1995, May 18, 1998, February 1, 1999, February 5, 2001, March 4, 2002, January 6, 2003, October 4, 2004, and September 10, 2007.

**ARTICLE I. ESTABLISHMENT**

The Plan Commission of the City of New Berlin, Wisconsin shall be governed by Section 62.23 and 236 of the Wisconsin Statutes and City Municipal Code Chapter 275-15 et. seq. creating the Plan Commission.

**ARTICLE II. MEMBERSHIP**

The City Plan Commission shall consist of seven (7) members as follows:

- (1) One (1) member shall be the Mayor who shall be its presiding officer; and
- (2) One (1) alderman member who shall be elected by a two-thirds vote of the Council in April of each year; and
- (3) One (1) member shall be a member of the Park and Recreation Commission elected by that Commission and confirmed by the Common Council; and
- (4) Four (4) citizen members shall be appointed by the Mayor and confirmed by the Common Council. Members are to hold office for periods ending one, two, and three years, respectively from the succeeding May 1, and thereafter annually, during April one (1) such member shall be appointed for a period of three (3) years; and
- (5) Secretary of the City Plan Commission shall be the Director of Community Development or his/her staff designee who shall not be a voting member of the Commission; and
- (6) Official Oaths shall be taken by all members in accordance with Section 19.01 of the Wisconsin Statutes within ten (10) days of receiving notice of their appointment; and
- (7) Vacancies shall be filled for the unexpired term in the same manner as appointments for a full term.

**ARTICLE III. OFFICERS AND THEIR DUTIES**

**Section 1.** The Officers of the Plan Commission shall consist of a Chairman, Vice-Chairman and a Secretary.

**Section 2. The Chairman** shall be the Mayor and shall preside at the meetings and hearings of the Commission, supervise the work of the Secretary, and decide all points of procedure unless otherwise directed by a majority vote of the Commissioners present.

**Section 3. Vice-Chairman** shall be appointed by the Mayor. The Vice-Chairman shall act for the Chairman in the Mayor's absence.

**Section 4. Secretary.** The Director of Community Development or his/her staff designee for the City of New Berlin shall act as the ex-officio secretary for the Plan Commission. The Secretary and/or staff shall prepare and keep all minutes and records of the Commission's proceedings, prepare all correspondence for the Commission; receive and file all referrals, applications, papers, and records; set public hearing date(s), prepare, publish, and mail all notices required.