

WABANA TOWNSHIP
ITASCA COUNTY, MINNESOTA
Ordinance No. - 201-01

**AN ORDINANCE ESTABLISHING THE
WABANA TOWNSHIP PLANNING COMMISSION**

The Board of Supervisors of the Town of Wabana ordains:

Section 1. Establishment. Wabana Township ("Town") hereby establishes a planning commission pursuant to Minnesota Statutes, section 462.354. The planning commission shall serve as the Town's planning agency and shall be known as the Wabana Township Planning Commission ("Commission"). The Commission shall serve in an advisory capacity to the Wabana Township Town Board of Supervisors ("Town Board").

Section 2. Composition. The Commission shall consist of no less than three, and no more than five, voting members as appointed by the Town Board and may include one or more Town officers. The Town Board shall designate the number of Commission members by resolution and may decrease or expand the number of Commission members by subsequent resolutions as it determines is appropriate, provided the number of Commission members does not exceed five. A majority of Commission members constitute a quorum to conduct the Commission's business. A vote of the majority of a quorum is needed to take action. Each Commission member, including the Chair and Vice-Chair, shall have one vote on all matters acted upon by the Commission. A member must be present at a meeting to vote.

Section 3. Appointment, Vacancies. The Town Board shall appoint the Commission members. Vacancies occurring on the Commission shall be filled by Town Board appointment for the remainder of the term of the position. Persons appointed to the Commission must take an oath of office and file it with the Town Clerk before undertaking the duties of the position.

Section 4. Term and Removal. Commission members are appointed for a term of three years and until a successor is appointed and qualifies. Terms expire on April 1st. Commission members serve at the pleasure of the Town Board and may be removed by the Town Board at any time for any reason. The Town Board shall stagger the terms of Commission members as it determines is appropriate to minimize the number of Commission positions expiring in the same year.

Section 5. Officers and Duties. The Commission shall appoint from among its members a Chair and Vice-Chair. The Chair shall be the presiding officer for Commission meetings and shall sign documents on behalf of the Commission as needed. The Vice-Chair shall conduct the duties of the Chair in the Chair's absence. The Commission shall also appoint a Secretary, which may be the Town Clerk. The Secretary shall provide notices, keep records of the Commission's proceedings, and countersign the Chair's signature on Commission documents. The Secretary does not have a vote on the Commission unless he or she is appointed to and serves as a Commission member.