

**Helena Township Planning Commission  
By-Laws as Revised on November 6<sup>th</sup>, 2025**

1. This commission shall be known as the Helena Township Planning Commission.
2. The Planning Commission shall meet the first Thursday of every other month at 5:00pm in the Helena Township governmental room. The first meeting is February 5<sup>th</sup>, 2026.
3. The commission consists of seven (7) regular members appointed by the Supervisor and ratified by the Helena Township Board.
4. The commissioners shall serve one (1), two (2), three (3), or four (4) year terms, as directed by the Helena Township Board. Terms shall expire June 30<sup>th</sup> of the term limit year.
5. The terms shall commence the first meeting after appointment by the Helena Township Board and end when term expires.
6. At the April meeting, the commission shall elect from its membership a chairman, vice chairman and secretary.
7. The chairman shall conduct all meetings according to MAT's Rules of Order.
8. The vice chairman shall preside in the absence of the chairman.
9. The chairman may appoint committees as necessary. Such committees shall expire upon completion of job assignment or at the end to the year unless extended by commission action.
10. Conflict of Interest  
Before casting a vote on a matter on 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 By-Laws constitutes malfeasance in office.
11. These By-Laws may be altered, amended, or repealed by a majority of the commission present and the concurrence of the Helena Township Board.

Revision History:

May 09, 2024 => November 06, 2025 (monthly meetings to by-monthly meetings)