



**BACKUS TOWNSHIP  
ROSCOMMON COUNTY, MICHIGAN  
PLANNING COMMISSION**

**MEMBERSHIP**

**NOTES**

1. Terms are for 3 years
2. One member must be from the Township Board of Trustees \*
3. One member may be from outside the Township \*\*
4. Planning Commission shall annually elect its own Chairman, Vice Chairman and Secretary.

KEY:     **Chairman**            *Vice Chairman*            Secretary

YEAR	MEMBER	MEMBER	MEMBER	MEMBER	MEMBER
2019	Dan Nagy				
2020	Dan Nagy				Tina Seegraves**
2021	<i>Dan Nagy</i>	<b>Ed Zetel</b>	Eldona Doll*		<u>Tina Seegraves**</u>
2022	<b>Dan Nagy</b>	<i>Ed Zetel</i>	Eldona Doll*	Lonnie Olson	<u>Tina Seegraves**</u>
2023	<u>Dan Nagy</u>	<i>Ed Zetel</i>	Eldona Doll*	<b>Lonnie Olson</b>	Tina Seegraves**
2024	Dan Nagy	<b>Ed Zetel</b>	Eldona Doll*	<u>Lonnie Olson</u>	<i>Tina Seegraves**</i>
2025	Dan Nagy*	<b>Ed Zetel</b>	Kathleen Hickey	<u>Lonnie Olson</u>	<i>Tina Seegraves**</i>
2026	Dan Nagy	Ed Zetel	Kathleen Hickey	Lonnie Olson	
2027	Dan Nagy		Kathleen Hickey	Lonnie Olson	
2028					
2029					
2030					

Insert rows below as required for future use.

**SECTION 1: Officers**

- (A) Selection and Tenure**—At the first regular meeting each May, the planning commission shall select from its membership a chairperson, secretary, vice chairperson. All officers shall be eligible for re-election for consecutive terms (**Alternatives:** *every other year / two consecutive terms / etc.*) for the same office.
- B. Chairperson**—The chairperson shall preside at all meetings, appoint committees and perform such other duties as may be ordered by the planning commission.
- C. (Optional) Vice Chairperson**—The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the planning commission shall select a successor to the office of vice chairperson for the unexpired term.
- D. Secretary**—The secretary shall execute documents in the name of the planning commission and shall perform such other duties as the planning commission may determine.
1. **Minutes**—The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the township clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions or recommendations made on any action and record of attendance.
  2. **Correspondence**—The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the planning commission. All communications, petitions, reports or other written materials received by the secretary shall be brought to the attention of the planning commission.
  3. **Attendance**—The secretary shall be responsible for maintaining an attendance record for each planning commission member and report those records annually to the planning commission for inclusion in the annual report to the township board.