

**PLANNING BOARD
RULES OF PROCEDURE**
Approved by the Planning Board on Jan.17, 2013
Adopted by the Town Council on _____
TOWN OF SUNSET BEACH NORTH CAROLINA

I. GENERAL RULES

The Sunset Beach Planning Board shall be governed by the North Carolina General Statutes, the Charter of the Town of Sunset Beach and other general and special state laws relating to planning in Sunset Beach, as well as by the ordinance by which this Board was created. All members of the Board shall thoroughly familiarize themselves with these rules of procedure.

II. OFFICERS AND DUTIES

A. Chairman

The Chairman shall be elected by the full membership (including Alternate and Extraterritorial Members) of the Board from among its regular members. The Chairman's term of office shall be one year. The election shall be held in September of each year or until his/her successor is elected. He or She shall be eligible for re-election. The Chairman shall decide on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall appoint any committees found necessary to investigate any matters before the Board.

B. Vice Chairman

A Vice Chairman shall be elected by the full Board from among its regular Members in the same manner and for the same term as the Chairman. He/She shall serve as Acting Chairman in the Chairman's absence, and at such times he/she shall have the same powers and duties as the Chairman.

C. Secretary.

The Chairman of the Board shall appoint a Secretary, either from within its membership or from outside, to hold office during the term of the Chairman and/or until a successor Secretary has been appointed. The Secretary shall be eligible for reappointment. The Secretary, subject to the direction of the Chairman and the Board, shall keep all the records, shall conduct all correspondence of the Board, shall arrange for all public notices required to be given, shall notify Members of pending meetings and their agenda, and shall generally supervise the clerical work of the Board. The Secretary shall keep the minutes of every regular Board meeting in a permanent volume, which shall be a public record. The minutes shall show the record of all important facts pertaining to each meeting and hearing, every resolution acted on by the Board, and all votes of Members of the Board on any resolution or on the final determination of any question, indicating the names of members who are absent or fail to vote. If the Secretary is chosen from outside the Board's Membership, he/she shall not be eligible to vote on any matter. Should the Secretary not be able to attend a specific meeting the Chairman may appoint a Temporary Assistant Secretary to allow business to continue as scheduled.

III. ALTERNATE MEMBERS

Alternate Members of the Board shall attend all meetings and hearings. When a Town Member of the Board is absent from a meeting or unable to participate, the Alternate Member for the Town shall have all the rights, privileges, and duties of a Member of the Board. The same shall be true for the Alternate Member for the Extraterritorial Jurisdiction when an Extraterritorial Member is absent or unable to participate.

IV. RULES OF CONDUCT FOR MEMBERS AND ALTERNATE MEMBERS

A. Members and Alternate Members of the Board may be removed for cause, including violation of the rules stated below.

B. Faithful attendance at all Board meetings and conscientious performance of the duties required of Board Members and Alternate Members shall be considered a prerequisite of continuing membership on the Board. A Member or Alternate Member who cannot attend a meeting or will be unable to participate in a particular meeting or hearing shall notify the Town Hall or Chairman prior to the meeting if possible.

C. No Member or Alternate Member shall participate in the decision of any matter in which he or she has a personal financial interest.

D. Members shall conduct themselves in a professional non-prejudicial manner when discussing issues before the Board.

V. MEETINGS

A. Regular Meetings.

There shall be at least one Regular Meeting of the Board per month. Regular meetings shall be held on the first and/or the third Thursday of each month at 9:00 a.m. in the Town Hall, provided that meetings may be held at any other convenient place if the Chairman so directs before the meeting. The beginning of the meeting may be delayed to commence immediately after any scheduled Board of Adjustment meeting that may conflict.

B. Special Meetings.

The Chairman may call Special Meetings of the Board at any time. Either the Secretary or the Chairman shall give at least forty-eight hours' written or oral notice of the time and place of Special Meetings, to each member of the Board.

C. Work Session.

Work Sessions of the Board shall be called whenever deemed necessary by the Chairman and shall be held at Town Hall unless otherwise noted. Either the Secretary or chairman shall give at least forty-eight hours' written or oral notice of the time and place of the Work Session to each Member of the Board. The Work Session may study current and future issues before the Board, but the Board may not take official action. The Work Session shall

be open to the public but comments by the public shall be received only by invitation of the Board.

D. Agenda.

The Chairman and/or the UDO Administrator shall establish an Agenda for each meeting. With reasonable prior notice to the Chairman, any Board Member may place an item on the Agenda. The Secretary shall prepare and provide a copy of the Agenda to each Board Member and the Zoning Administrator at least twenty-four hours prior to the meeting, if possible. The Secretary shall post a copy of the agenda on the public bulletin board at the Town Hall or on the Town website as soon as possible after it has been prepared.

Items not on the Agenda of a Regular Meeting may be added to the Agenda at the time of the meeting and considered by the Board only with the approval of a majority of the Members present.

E. Cancellation of Meetings

Whenever there is no business before the Board or when so many Members and Alternate Members give proper notice that they will be unable to attend and a Quorum will not be present, the Chairman may dispense with a meeting by giving written or oral notice to all Members as soon as possible.

F. Quorum

A Quorum shall consist of a minimum of three members of the Board, including Alternate Members who are eligible to vote.

G. Conduct of Meetings

All meetings shall be open to the public. The order of business at regular meetings shall be as follows:

- (a) Call to Order;
- (b) Roll Call;
- (c) Agenda Comments;
- (d) Approval of Minutes of Previous Meeting;
- (e) Zoning Administrator's Report;
- (f) Old Business;
- (g) New Business;
- (h) Comments from Visitors.

Parliamentary Procedure shall be in compliance with Robert's Rules of Order.

H. Voting

The vote of a majority of the Members and eligible Alternate Members present shall be sufficient to decide matters before the Board, provided a Quorum is present.

VI. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than three members of the Board, provided that such amendment shall have first been presented to the membership in writing at a Regular or Special Meeting preceding the meeting at which the vote is taken.