

Appendix A: Planning and Zoning Board Rules of Procedure

Section 1: Authorization

The Planning and Zoning Board is created pursuant to North Carolina General Statute Chapter 160D-3-1. These rules of procedure are created pursuant to Section 2.04 of the City of Rockingham Unified Development Ordinance.

Section 2: Officers

- (A) Chairman: A Chairman shall be elected by the full membership of the Planning and Zoning Board from among its regular members. His term of office shall be one (1) year and until his successor is elected, beginning August 1. The Chairman shall be eligible for re-election. The duties and powers of the Chairman of the Board shall be as follows:
- (1) Preside at all meetings of the Board;
 - (2) Call special meetings of the Board in accordance with the rules of procedures herein;
 - (3) Sign documents of the Board; and
 - (4) See that all actions of the Board are properly taken.
- (B) Vice-Chairman: The Board shall elect a Vice-Chairman from among its members in the same manner and for the same term as the Chairman. During the absence, disability, or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.
- (C) Secretary: The Secretary to the Board shall be the City Planning Director or his designee. The responsibilities of the Secretary shall be as follows:
- (1) Keep the minutes of all meetings of the Board in an appropriate minute book;
 - (2) Give or serve all notices required by law or by the Rules of Procedures herein;
 - (3) Prepare the agenda for all meetings of the Board;
 - (4) Maintain all records of the Board;
 - (5) Inform the Board of correspondence relating to business of the Board and attend to such correspondences;
 - (6) Handle funds allocated to the Board in accordance with its directives, the law, and City regulations; and
 - (7) Sign official documents of the Board.

Section 3: Meetings

- (A) Regular Meetings: Regular meetings of the Board shall be held on the 1st Tuesday of each month, at 6:30 p.m. in City Hall. Meetings may be held at any other convenient place in the City if the Chairman so directs.
- (B) Special Meeting: The Chairman may call a special meeting of the Board during any regular meeting.

The Chairman may also call a special meeting at any other time provided 48 hours notice is given to all Board members.

- (C) Quorum: A majority of the members of the Board entitled to vote shall constitute a quorum for the transaction of business. A majority of the quorum is needed to pass on any business before the Board.
- (D) Voting: Voting shall be signified by the raising of the right hand. All members of the Board, eligible to vote, shall be required to vote. Any abstaining vote shall be counted as a favorable vote unless such member has been excused from voting in accordance with Section 2.06 of the City of Rockingham Unified Development Ordinance.
- (E) Other Rules of Procedure. In cases not otherwise provided for in these rules, the Board shall consult the procedures found in Roberts Rules of Order.

Section 4: Agendas

- (A) Deadline: Deadline for filing for placement on the agenda for applications in which the Board is to act on, shall be by the 20th day of the month preceding the meeting.
- (B) Order of Consideration: The following procedures will normally be observed; however, it may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business:
 - (1) Staff presents report and makes recommendation;
 - (2) The Board may ask questions regarding the staff presentation and report;
 - (3) Proponents of the agenda items make presentation;
 - (4) Any opponents make presentation;
 - (5) Applicant makes rebuttal of any points not previously covered, then the;
 - (6) Board may ask any questions it may have of the proponents, opponents, or staff and then may take a vote.

Section 5: Conduct of Members

- (A) Attendance: Members of the Board shall attend all regular and special meetings of the Board. Any member, who has knowledge of the fact that he will not be able to attend a Board meeting, shall notify the Secretary of the Board by 4:30 p.m. on the date of the meeting. The Secretary shall then notify the Chairman of the absence during the meeting.
- (B) Absence: Each member shall be permitted three excused absences from any regular or special meeting of the Board during a one year period. Any member who has two consecutive unexcused absences from regular meeting shall be sent a notice that the City Council has been notified of their absence. If another unexcused absence, at any time, occurs, the Board shall recommend the member's dismissal to the City Council.

Section 6: Decisions

- (A) Time: The Board shall make a decision on any matter that is properly presented, within 65 days. If after 65 days, the Board has not reached a decision, the matter will be considered to be recommended for approval.
- (B) Form: The Board's final decision shall be shown in the record of the case as entered in the Board's

minutes and signed by the Secretary and the Chairman on approval of the minutes by the Board. Such record shall show the reasons for the determinations, with a summary of the evidence introduced and the findings of fact made by the Board.

Section 7: Amendments

The rules of procedures may be amended only at the regular meeting following the meeting that the amendment was first introduced. A quorum of the Board is needed to amend these rules of procedures.