

POLK COUNTY PLANNING BOARD BY-LAWS

I. General Rule

The Polk County Planning Board shall be governed by Chapter 153A-344 of the General Statutes of North Carolina, as amended, and Ordinance passed and any amendments thereto.

II. Officers and Duties

A. Chairman: A Chairman shall be elected annually in February by the members of the Board for a term of one year. The Chairman shall be eligible for re-election. The Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at that time. The Chairman, with the approval of the Board, shall make all committee appointments.

B. Vice-Chairman: A Vice-Chairman shall be elected by the Board in the same manner and for the same term as the Chairman. The Vice-Chairman shall serve as acting Chairman in the absence or disability of the Chairman. At such times, he shall have and exercise the same powers and duties as the Chairman.

C. Secretary: A Secretary shall be elected by the Board at the same time and for the same term as the Chairman and Vice-Chairman. However, the Secretary need not be a member of the Board and shall be eligible for reappointment. The Secretary shall keep all records, shall conduct all correspondence of the Board, and shall generally supervise the clerical work of the Board. The secretary shall keep the minutes of every meeting of the Board, which minutes shall be a public record. The minutes shall record all important facts pertaining to each meeting, including attendance or absence of all members, every resolution acted upon by the Board, and all votes of the Board members upon any recommendation, resolution, or other action by the Board.

If the Secretary is appointed from outside the membership of the Board, the Secretary shall not be eligible to vote on any matters before the Board.

III. Meetings

A. Regular Meetings: Regular meetings of the Board shall be held on the second Thursday of each month at 5:30 PM (or otherwise determined with a majority vote by the Planning Board) in the Polk County Board of Commissioner's Meeting Room, or at other locations in Polk County.

B. Special Meetings and Emergency Meetings: Special meetings and emergency meetings of the Board may be called at any time by the Chairman in conformance with G.S. 143-318.12, and the place and subject of the meeting shall be given. This notice may either be telephonic or written and shall be given by either the Secretary or the Chairman of the Board.

C. Cancellation of Meetings: Whenever there is no business to come before the Board, the Chairman may dispense with the regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.

D. Quorum: The quorum shall consist of a simple majority of the members of the Board.

E. Conduct of the Meeting: All meetings of the Board shall be open to the Public.

F. Voting: The voting of a majority of those present shall be sufficient to decide any matter before the Board, provided the quorum is present. No Board member shall participate in the discussion or decision of any matter in which he has personal or financial interest.

G. Assignment of Alternate Members: The alternate member of the Board shall participate in those Proceedings in which one or more regular members are absent or are unable to participate because of a financial or other interest. Regular members, on receiving notice of a Proceeding in which they will be unable to participate, will promptly notify the Secretary. On receiving that notification, the Secretary shall, by the most expeditious means, notify the alternate member to attend and participate and inform the Chairman of the situation.

IV. Committees

The Chairman may appoint committees to investigate particular matters or undertake other assignments within the responsibility of the Board. The Chairman shall be responsible for the preparation of the charge of the committee, subject to the approval of the Board and shall make all appointments to the committee, subject to the approval of the Board. The Chairman shall be an ex-officio member with full voting privileges of all committees.

V. Amendments

These rules may, within the limits allowed by law, be amended at any time by the affirmative of not less than a majority of the Board provided that such amendments shall have first been presented to the membership in writing at a regular or special meeting before the meeting at which the vote on the amendment was taken.

THIS REVISED SET OF BYLAWS WAS ADOPTED BY THE POLK COUNTY PLANNING BOARD ON THE 13th DAY OF MARCH, 2014.

Chairman

Secretary