
TOWN OF CHINA GROVE
Planning Board
Rules of Procedure

Article I **Officers and Duties**

Section 1 The officers of the China Grove Planning Board shall be a Chairman and a Vice Chairman.

- a. The Chairman shall preside at all meetings, appoint all standing and temporary committees, shall exercise full voting rights at his discretion on any matters under consideration.
- b. The Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman.

Section 2 A Secretary shall be appointed by the Town Manager.

- a. The Secretary shall keep a record of all business transacted at any meeting of the Planning Board. The minutes of the Planning Board shall be public and shall be kept on file in the office of the Secretary and available for inspection during regular business hours.

Article II **Election of Officers**

Section 1 The election of officers shall be held in January of each year as the last item of business before adjournment.

Section 2 Nominations shall be made from the floor and elections of officers shall follow immediately. The nomination and election of a Chairman shall precede the nomination and election of a Vice Chairman.

Section 3 A candidate receiving a majority vote of the attending members of the Planning Board shall be declared elected, and shall serve for one year or until his successor shall take office.

Section 4 Vacancies in office shall be filled immediately by regular election procedure.

Article III **Regular or Special Meetings**

Section 1 A regular monthly meeting shall be held at a time and place agreed to by a majority of the Board members. In the event of a conflict with a holiday

or other events, a meeting may be suspended by the Chairman or Secretary.

Section 2 A quorum shall consist of six (6) Board members. The number of voters necessary to transact business shall be a majority of those present and voting, except as otherwise provided for herein. All voting shall be recorded.

Section 3 Special meetings may be called by the Chairman. It shall be the duty of the Chairman to call a special meeting when request to do so by the majority of the members of the Board or when, in his judgment, such meetings are necessary.

Section 4 All meetings or portions of meetings in which official action is taken shall be open to the general public.

Section 5 The meeting of the Board shall be limited to two hours duration unless extended by the majority of the members present for a specific period of time.

Section 6 It is the responsibility of each member of the Planning Board to attend the meetings of the Board. Members who fail to attend three regularly scheduled meetings shall be asked as to their willingness to continue service. If a member fails to attend five meetings or more than half of the regularly scheduled meetings within a twelve-month period, he/she shall be relieved of his/her duties to serve on the Planning Board. This section shall be enforced by the Secretary.

Section 7 The Secretary shall keep a record of attendance of each member of the Board. Also, the Secretary shall give an annual report to the Town Council in November of each year reporting the attendance record of each Board member for the previous twelve months.

Article IV **Courtesy Hearing**

Section 1 Prior to taking any action on all proposed zoning ordinances, amendments, or map changes, a courtesy hearing shall be held.

For all petitions involving changes to the Zoning Map, each petitioner, property owners of the area of change and abutting property owners exclusive of rights-of-ways, shall be mailed, by 1st class mail, a notice of such courtesy hearing. The Rowan County Tax Records shall serve as the source for obtaining the last known property owners.

On matters of widespread interest, (i.e. text amendments) a notice shall be placed in at least one newspaper of general circulation and published once a week for two successive weeks prior to the hearing.

Section 2 A quorum shall not be required for conducting a Courtesy Hearing.

Article 5 **Amendments**

Section 1 These Rules of Procedure may be amended by a majority vote of the entire membership of the Board provided that the proposed change shall have been submitted in writing at the previous regular meeting of the Board.

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