

POLK COUNTY ZONING BOARD OF ADJUSTEMENT

GENERAL RULES

These general rules apply to all meetings and proceedings of the Polk County Zoning Board of Adjustment that are not governed by the Polk County Zoning Board of Adjustment Rules of Procedures for Quasi-Judicial Proceedings.

Officers

1. The Chairman, Vice Chairman, Clerk and Secretary will have the responsibilities prescribed by these General Rules and the Polk County Zoning Board of Adjustment Rules of Procedures for Quasi-Judicial Proceedings.

2. The Chairman and Vice Chairman must be regular members of the Board. Each will be elected by the Board annually for a term beginning on July 1 and running for one year or until his or her successor is elected and qualified.

3. The Clerk and Secretary may, but need not, be regular or alternate members of the Board. Each will be appointed by the incoming Chairman annually for a term beginning on July 1 and running for one year, or until his or her successor is appointed and qualified.

4. The Chairman (or in his or her absence or at his or her request, the Vice Chairman) will preside at all proceedings governed by these general rules.

5. The Secretary will transcribe the minutes of all proceedings governed by these general rules and shall be responsible for custody of those minutes and other records pertaining to the proceedings governed by these general rules.

Meetings

6. The regular meeting of the Board will be held in the Womack Building, in Columbus, North Carolina, at 4:00 PM (local time) on the first Tuesday of each month. No notice of the regular meeting is required. However, at those times when there is no business meeting requiring the attention of the Board, the Chairman may cancel the regular meeting. To the extent practicable and consistent with notice requirements under the Polk County Zoning Board of Adjustment Rule of Procedures for Quasi-Judicial Proceedings, quasi-judicial proceedings shall also be scheduled for the date of the regular meeting.

7. The Chairman may call special meetings of the Board as he or she determines to be necessary. Special meetings will be held in the Womack Building, in Columbus, North Carolina, or at such other place as the Chairman may designate, at the dates and times determined by the Chairman, with due consideration for the convenience of the regular and alternate members of the Board and the Polk County Planning Director.

8. Notices with respect to meetings shall comply with the requirements of the Open Meetings Law, N.C. Gen. Stat. §143.318.12, but, so long as thus compliant, may be given by the Chairman or the Secretary by any convenient means, including telephone, e-mail and regular mail.

9. Regular and alternate members of the Board will have equal rights to participate in and vote at any regular or special meeting of the Board (other than a quasi-judicial proceeding).

10. A quorum at any regular or special meeting of the Board (other than a quasi-judicial proceeding) will consist of four members, regular or alternate. Action taken by a majority of a quorum present at a regular or special meeting of the Board (other than a quasi-judicial proceeding) will be the action of the Board.

11. All regular and special meetings of the Board shall be conducted in conformity with the Open Meetings Law, N.C. Gen. Stat. §143.318.9 *et seq.* In general, but subject to the Chairman's discretion, the order of business will be the roll call, approval of minutes of prior meetings, reports, unfinished business and new business.