



ONLOW COUNTY PLANNING BOARD RULES OF PROCEDURE

MEETINGS

- The Planning Board shall hold a monthly meeting at a place and time it so designates.
- Special meetings of the Planning Board may be called by the Chairman or by a majority of the Planning Board at any time.
 - Notice of the special meeting shall be given at least two days (48 hours) in advance and shall state the purpose, the time, and the place of the special meeting.
 - Notice of the special meeting must be given in writing and may be posted or delivered.
- The place at which meetings shall be held shall be stated in the notice and call of all meetings.
 - Notice of the time and place of regular meetings of the members shall be given by mailing written or printed notice.
 - Notice of all regular meetings shall be mailed to each Planning Board member so that they receive said notice not less than two (2) days before the meeting.
 - Notice of all regular meetings shall contain a proposed agenda of business to be transacted.
 - Notice of all meetings shall be given to the news media and the public in accordance with the North Carolina Open Meetings Law.
 - Meetings may be cancelled by like notice.
 - Minutes shall be kept of all Planning Board meetings.

CONDUCT OF MEETING

- The order of business in regular meetings shall be as determined by the Planning Board.
 - The order of business for special meetings shall be set out in the meeting call.
- All meetings shall be open to the public.
- The Chairman at their discretion may impose time limits upon those desiring to speak.

- At the close of discussion on matters heard in public hearings the Chairman may:
 - Call for a formal motion, a second and a vote by the members for or against the motion; or
 - Call for a formal motion, a second and a vote by the members to table or continue the matter being heard until such time as additional necessary information may be obtained.

VOTING

- It shall be the duty and responsibility of each member of the Planning Board who has been duly appointed by the Board of Commissioners to vote on each and every issue unless a conflict of interest exists.
- No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board, which may result in a private benefit to immediate family or their business interest.
- A member of the Planning Board may abstain from voting if so excused by a majority of the remaining Planning Board members upon a determination of sufficient grounds for such abstention.
 - If an abstention request is denied, an abstention shall be considered a vote with the majority vote of the Planning Board so recorded.
 - An abstention shall be recorded as such with explanation by the Recording Secretary of the Planning Board.
- Four (4) members of the Planning Board shall constitute a quorum.
- Official business shall not be conducted unless a quorum is present.
- A minimum of simple majority of the quorum present and voting in the affirmative shall be necessary to pass a motion.
- Members of the Planning Board shall not commit themselves on any question scheduled to be considered by the Board, prior to a consideration of the matter at a duly authorized meeting.
 - Members shall use discretion in discussing with individuals scheduled agenda items, which are later to be voted upon by the Planning Board.