

**RULES OF PROCEDURE
GRANITE QUARRY PLANNING BOARD**

ARTICLE I – OFFICERS AND DUTIES

SECTION 1. The Officers of the Granite Quarry Planning Board shall be a Chairman and a Vice Chairman.

- a.** The Chairman shall preside at all meetings, shall appoint all standing and temporary committees, and shall vote only to break a tie vote.
- b.** The Vice-Chairman shall preside at meetings in the absence of the Chairman.
- c.** A temporary Chairman shall be elected by a majority of those present and voting in the absence of the Chairman and Vice-Chairman.

SECTION 2. A Secretary shall be appointed by the Granite Quarry Town Board of Aldermen.

- 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 record and shall be kept on file and available for inspection during regular business hours.

ARTICLE II – ELECTION OF OFFICERS

SECTION 1. Election of officers shall occur at the first regular Planning Board meeting following July 1 of each year. Officers as shall be elected at the meeting shall take office immediately following their election.

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 membership in attendance at the Planning Board meeting shall be declared elected.

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

ARTICLE III – MEETINGS

SECTION 1. A regular monthly meeting shall be held as needed the first (rev. 2021) Monday night of each month at 6:00 p.m. (rev. 2021). In the event of a conflict with a holiday or other events, a meeting may be canceled, suspended, or rescheduled for a legitimate reason by the Chairman, subject to consensus of the Board (rev. 2021).

- a.** If a member of the Board has 3 unexcused absences of a meeting within a 6-month period, that person shall be removed from the Board. Unexcused is defined as anyone failing to call the Town office to let the staff know they will be unable to attend. (rev. Aug '04)

SECTION 2. A quorum shall consist of a majority of filled seats not including those excused from voting for legitimate reasons. (rev. 2019)

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

SECTION 4. All meetings shall be open to the public.

SECTION 5. The Board shall adjourn by 7:30 p.m. (rev. 2021) unless extended by the majority vote of the Board for a specified period of time.

ARTICLE IV. – COURTESY HEARINGS

SECTION 1. Courtesy Hearings may be called by the Planning Board on any matters of interest to the Planning Board.

SECTION 2. A quorum shall be required for conducting a Courtesy Hearing.

SECTION 3. Unless otherwise indicated, Courtesy Hearings will begin at 6:00 (rev.2021) pm and shall immediately precede the regular Board meeting. No Courtesy Hearing will begin before 5:00 pm.

SECTION 4. Notifications of required public hearings will be as per NC General Statute requirements. Notification for Courtesy Hearings will be as directed by the Planning Board or in absence of direction, per NC General Statutes requirements for Required public hearings. (rev. 2019)

SECTION 5. Sign and newspaper ad notifications of required public hearings will be as per NC General Statute requirements. Sign and newspaper ad notification for Courtesy Hearings will be as directed by the Planning Board or in absence of direction, per NC General Statutes requirements for Required public hearings. (rev. 2019)

(Courtesy Hearing notification is not required from the Granite Quarry ordinances in the local newspaper.)

ARTICLE V – CONFLICT OF INTEREST/BOARD CONDUCT

SECTION 1. On any case or matter in which a Board member has a financial interest, said member shall declare such interest and subsequently abstain from any further proceeding concerning that particular case or matter. Otherwise, all Board members present shall vote on all matters upon which votes are cast. There shall be no abstentions from voting.

SECTION 2. Members of the Board will not express individual opinions on the proper judgment of any case with the part/parties involved prior to a Planning Board determination on that case.

ARTICLE VI – AMENDMENTS

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