

**BYLAWS FOR THE OPERATION  
OF THE  
FRANKLIN COUNTY PLANNING BOARD**

- A. Policy and Procedure for Boards and/or Commissions appointed by the Board of Commissioners (In accordance with G.S. 153A-76 the following will govern Boards and/or Commissions in Franklin County):
1. Each Board will have seven members unless contrary to general state provisions or state agency policy. One or more Commissioner(s) may serve on each Board or Commission as judged necessary by the Board of Commissioners. A Commissioner may serve as Chair if necessary.
  2. Each Commissioner will have one nomination to each Board or Commission. Each appointee will serve on one board and will not hold another appointed or elected office, unless it is the office of Commissioner itself.
  3. Appointments will be made by the majority of the Board of Commissioners.
  4. Each appointee's term will be concurrent with the term of the Commissioner who proposed the candidate for appointment.
  5. Appointments are from December 1<sup>st</sup> of the year of appointment to November 30<sup>th</sup>. If an appointment is not made within 60 days, the Board of Commissioners may make the nomination, then the appointment.
  6. Terms will be limited to initial appointment and one reappointment. Reappointments may be made after one year.
  7. If the appointing Commissioner is not reelected, or resigns, the newly elected or appointed Commissioner will make a nomination of his/her choice to fill the board or commission position.
  8. If an unexpected vacancy occurs, an appointment, upon recommendation by the affected Commissioner, is to be made to complete the term. After completing the term that person will be eligible for appointment to one regular term.
- B. Election of Officers
1. The Planning Board shall organize and elect a Chairman, Vice-Chairman, and Secretary annually at the regular meeting in the month of September.
  2. All of the officers may succeed themselves.
- C. Duties of Officers
1. The Chairman shall:
    - a. Preside at all meetings and public hearings of the Planning Board;

- b. Decide all points of order or procedure;
  - c. Certify plans and transmit reports and recommendations of the Planning Board to the governing body.
2. The Vice-Chairman shall assume the duties of the Chairman when the Chairman cannot preside.
3. The Secretary shall:
  - a. Keep the minutes of the Planning Board meetings and committee meetings in proper form for the approval of the board at the next regular meeting.
  - b. See that mail notice of regular meetings of the Planning Board, with a copy of the agenda, are sent out in accordance with E, of these rules.
  - c. See that, whenever possible, Planning Board members are telephoned the day before a regular meeting of the Planning Board to remind them of the meeting.
  - d. See that 48-hour advance telephone notice of special meetings is give to all Planning Board members and to a general circulation newspaper.

If the Secretary is unable to attend a meeting, the Chairman shall appoint an acting Secretary who shall take and prepare the minutes. County personnel may assist in carrying out the Secretary's duties.

D. Meetings

1. The Franklin County Planning Board will hold its regular monthly meeting on the second Tuesday night at 7:00 P.M. of each month, unless there is no business to be discussed or acted upon.
2. With the exception of executive sessions permitted by Article 33C of Chapter 143 of the N.C. General Statutes, all Planning Board meetings shall be open to the public.
3. The Chairman may call special meetings provided that at least 48 hours advance notice is given to each Planning Board member.
4. The Planning Board considers unexcused absence from three consecutive monthly meetings as grounds for replacement of a member by the County Board of Commissioners.
5. A quorum shall consist of four (4) of the seven (7) members of the Planning Board, provided there are no unfilled vacancies.
6. No changes shall be made to the rules of procedure of the Planning Board without the affirmative vote of a majority of the members of the board.

7. Any member who is a party at interest to matters under consideration by the board shall declare such interest prior to a vote of the board on the question and shall abstain from voting on the question; provided, this provision shall not prohibit such members from participation in discussions of the board on such matters prior to a vote.
8. If neither the Chairman nor the Vice-Chairman can preside at a meeting, the Secretary shall designate another member to record the minutes and the Secretary shall then preside.
9. Roberts Rules of Order will be used to conduct the business of the Planning Board.

E. Agenda Preparation

Agenda for Regular Meeting:

1. The agenda for regular meetings shall be prepared by the Chairman of the Planning Board with the assistance of the Secretary of the Planning Board and the assistance and advice of the administrative officers of any unit of government concerned.
2. The agenda shall be mailed or given to each Planning Board member and the Board of Commissioners not less than five days in advance of the regular meeting date.
3. A copy of the agenda shall be available at all of the local news media not less than five days in advance of the regular meeting date.
4. The agenda shall be made up of the following items:
  - a. Any item on which the Franklin County Board of Commissioners has specifically requested Planning Board study or action.
  - b. Any item which any member of the Planning Board has requested be considered.
  - c. Any item which any person has requested in writing that the Planning Board consider.
  - d. Items specifically held over from previous meetings of the Planning Board.
5. Requests from the public at large shall be placed on the agenda in the order that they are received.
6. Material received after the date of the preparation of the agenda may be presented by a person appearing at the regular meeting of the Planning Board. These persons may present material after the official agenda items have been considered, unless by unanimous vote of the members present, the Planning Board elects to amend the official agenda and permit presentation of unlisted items in any order determined by the Planning Board.

F. Committees

1. The Planning Board may establish committees and assign each committee specific duties and functions.
2. The Chairman of the Planning Board shall designate the members of any such committees and shall name the Chairman of each committee. The Chairman of the Planning Board shall select members to fill vacancies on committees as they occur.
3. Committee meetings shall be open to the public.
4. When it is deemed advisable, a committee may seek technical or professional advice from individuals who are not members of the committee, provided that any expenditure of funds for such consultation shall have been previously approved by the County Board of Commissioners.

G. Records

1. The Secretary shall maintain a file of all studies, plans, reports, and recommendations made by the Planning Board in the discharge of its duties and responsibilities.
2. All records of the Planning Board shall be a public record.

  
Chairman

  
Vice-Chairman

10-12-04  
Date Adopted