

BYLAWS FOR THE OPERATION OF THE CITY OF NORTHWEST PLANNING BOARD

I. General Rules:

The City of Northwest Planning Board created by a Local Ordinance dated May 3, 1993, shall be governed by that Ordinance, Chapter 160D, Article 3, Boards and Organizational Arrangements, of the General Statutes of North Carolina, and these Bylaws.

II. Members and Terms of Office:

The Planning Board shall consist of five members. All five members shall be citizens and residents of the City of Northwest for a period no less than one year and shall be appointed by the City Council. Two of the initial members shall be appointed for a term of one year; two, for two years; and one for three years. Their successors shall be appointed for terms of three years. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period for the unexpired term. Members may be removed for cause by the Northwest City Council.

III. Officers and Duties:

A. Election of Officers: The Planning Board shall organize and elect a chairman, vice-chairman, and secretary at the regular meeting in July. All officers may succeed themselves.

B. The Chairman: The chairman shall preside at all meetings and public hearings of the Planning Board; shall decide on all matters of order and procedure; shall appoint any committees necessary to study specific matters; shall develop a meeting agenda with the assistance of the City Clerk; and shall provide the Northwest City Council with an annual report of Planning Board activities by May 30th of each year.

C. The Vice-Chairman: In the absence of the chairman, the vice-chairman shall perform all duties assigned to the chairman.

D. The Clerk: The City Clerk or his/her designee shall serve as the Clerk to the Planning Board. The clerk is charged with keeping the minutes of all regular meetings, special meetings, and public hearings called by the Planning Board. The secretary, after conferring with the chairman, shall send notices of all regular meetings, special meetings and public hearings at least four (4) days in advance of the meeting and shall notify members by phone at least twenty-four (24) hours in advance of special or emergency meetings. In addition, the clerk shall carry on routine correspondence and maintain the Planning Board's records and files.

E. The Building Inspector: Inspections will be provided by Brunswick County.

IV. Meetings:

A. Regular Meetings: Regular meetings of the Planning Board shall be held on the second Monday of each month. Unless special notice is given by the chairman all meetings will begin at 7: 00 p. m. and will be conducted at the City Hall.

B. Special Meetings: Special meetings of the Planning Board may be called at any time by the chairman or the vice chairman acting in the absence of the chairman, provided that a minimum of twenty-four (24) hours notice is given to members.

C. Quorum: A quorum shall consist of three (3) members.

D. Conduct of Meetings: All meetings shall be open to the public and public comment or input shall be encouraged.

E. Change of Bylaws: No recommended change shall be made to these bylaws without the affirmative vote of two-thirds (2/3) members of the Planning Board. Three (3) votes shall constitute that requirement.

F. Vote: Except as otherwise specified herein, the vote of a majority of those members present shall be sufficient to decide matters coming before the Planning Board provided a quorum is present. Members shall be required to vote unless excused by the chairman for reasons of financial or personal interest on the subject. An abstention shall constitute an affirmative vote. Proceeding shall be conducted according to Roberts Rules of Order.

G. Cancellation of Meetings: Whenever there is no business for the Planning Board, the chairman may dispense with a regular meeting by giving notice to all members.

H. Attendance: The Planning Board will request the City Council to replace any member missing three (3) consecutive unexcused regular meetings or fifty percent (50%) or more of all meetings over a twelve (12) month period.

I. Agenda Preparation for Regular Meetings: The agenda for regular meetings shall be prepared by the Clerk for the Planning Board. Only those items requested by planning board members or those items properly filed with the City according to its ordinances shall be placed on the agenda. The public and specific interests may appear for comment or input on any matter not on the agenda at any meeting regular or special, but no formal action will be taken on non-agenda items. This rule does not preclude public comment and input on regular agenda items that will be acted upon. The agenda shall be circulated to all members of the Planning Board, the City Council, and the City Clerk by the Thursday prior to the regular meeting date.

J. Conflicts of Interest: To preserve public confidence in the integrity of the Planning Board and the City's governmental process, each Board member shall have right and duty to avoid even the appearance of a conflict of interest. A conflict of interest can be defined as participating in a matter where there is either a direct/indirect benefit to the Board member, or the perception of a benefit. The Board member shall ask the Chair to be excused from participation in any matter before the Board in which the member's impartiality might reasonably be questioned. If any other Board member questions the impartiality of a Board member before or during the Board's consideration of a matter, the Chair shall treat this as a request that the member be excused from participation. Any request that a Board member be excused from participation must disclose the basis for the request. It is the Chair's responsibility to determine if a conflict of interest does exist and to either excuse or not excuse the Board member from participation.

V. Records:

A. Public Record: All records of the Planning Board shall be made available to the public in accordance with state statutes.

B. Retention: The clerk shall maintain a file of all studies, plans, reports, recommendations, minutes, and correspondence of the Planning Board. The file should be maintained at the City Hall. Requests for copies shall be forwarded to or addressed to the building inspector.

Amended 7/27/2021 (See Ordinance 21-01UDO)