RULES OF PROCEDURE

ASHEBORO PLANNING BOARD

ASHEBORO, NORTH CAROLINA

AMENDED JANUARY 6, 2025

I. GENERAL RULES

The Asheboro Planning Board shall be governed by the terms of Chapter 160D of the General Statutes of the State of North Carolina and other general and special state laws relating to planning and zoning in Asheboro and vicinity, as well as by the Asheboro Code of Ordinances which established the Planning Board.

II. OFFICERS AND DUTIES

A. Chairman. At the regular meeting in February, a Chairman shall be elected by the Planning Board from among its members who reside within the corporate limits. The term of the chairman shall be one year, with eligibility for reelection. The Chairman shall decide all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall appoint any committees found necessary to investigate any matters before the Board. Should the office of Chairman become vacant for any reason, a new Chairman shall be elected in accordance with this paragraph to serve the remainder of the current term.

B. Vice-Chairman. A Vice-Chairman shall be elected by the Board from among its members for the same term and at the same time as the Chairman. The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman, and, at such times, he shall have the same powers and duties of the Chairman. The Vice-Chairman may also preside at such times as the Chairman decides to abstain or step down during consideration of a matter in which the Chairman might have any personal involvement or concern.

C. Secretary. At the regular meeting in February, a secretary shall be appointed by the Chairman of the Board, either from within or from outside its membership, to hold office during the term of the Chairman and/or until a successor Secretary shall have been appointed. The Secretary shall be eligible for reappointment. The Secretary, subject to the direction of the Chairman and of the Board, shall keep all records, shall conduct all correspondence of the Board, and shall generally supervise the clerical work of the Board. The Secretary shall keep the minutes of every meeting of the Board, which minutes shall constitute a public record. The minutes shall show the record of all important facts pertaining to each meeting and hearing, every resolution acted upon by the Board, and all votes of Board members upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote. If the Secretary is chosen from outside the membership of the Board, he shall not be eligible to vote upon any matter, nor shall he be considered as part of any quorum.

III. MEETINGS

A. Regular Meetings. Regular meetings of the Board shall be held on the first Monday of each month at 6:00 P. M. in the Council Chambers of City Hall; provided that meetings may be held at any other convenient place in the city if directed by the chairman in advance of the meeting.

B. Cancellation of Meetings. Whenever there is no business for the Board, or whenever so many members notify the secretary of inability to attend that a quorum will not be available, the chairman may dispense with a regular meeting by giving written or oral notice to all members not less than twenty-four (24) house prior to the time set for the meeting.

C. Conduct of Meetings. All meetings shall be open to the public. The order of business at regular meetings shall be as follows: (a) Call to Order; (b) Approval of Minutes of Previous Meeting; (c) Review of Cases; (d) Old Business; (e) New Business; (f) Items Not on the Agenda; (g) Adjournment. This order of business may be amended during any meeting by a majority vote of those members present, deciding only for that specific meeting being then held.

D. Vote. All members of the Board, wherever they reside, shall have equal rights, privileges, and duties with the other members in all matters, wherever they might arise. Final action on cases pending before the Board shall be taken by means of voice vote and shall be confirmed with submission of a voting slip prior to consideration of the next case.

E. Attendance. The Secretary, in addition to other duties as specified and assigned, shall maintain records of attendance for all members of the Planning Board. He shall also, at the direction of the Chairman, notify the appropriate appointing body as to the unsatisfactory attendance record of any member in accordance with Section 34.52(D) of the Asheboro Code of Ordinances. However, no such notification will be sent if the absentee member is and/or has been the victim of extraordinary circumstances, with such determination to be made by the Chairman.

IV. ADDENDA

A. Amendments. These rules may, with the limits allowed by law, be amended at any time by an affirmative vote of a majority of the quorum present provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

B. Non-Discrimination. The use of the masculine pronouns (he, his, etc.) is in the interest of brevity; the parallel feminine pronouns (she, her, etc.) are to be considered fully interchangeable and acceptable. No part of these Rules shall be construed so as to mean that female members of the Planning Board are less than equal to their male counterparts, or that they should have any different powers, rights, duties, and responsibilities by reason of gender.

V. BOARD OF ADJUSTMENT

The Asheboro Planning Board shall serve as the Board of Adjustment. The preceding Rules of Procedure for the Asheboro Planning Board shall also apply to the Board of Adjustment.