

**WEDDINGTON
PLANNING BOARD**

RULES

OF

PROCEDURE

Adopted 3/10/1986

Amended 8/23/2010

Amended 9/14/2020

Amended by Town Council 6/3/2024

**RULES OF PROCEDURE
WEDDINGTON PLANNING BOARD**

**ARTICLE I
PLANNING BOARD**

1-1 The official name of the Planning Board shall be the Weddington Planning Board, hereafter referred to as the Planning Board.

**ARTICLE II
OBJECTIVE AND PURPOSE**

2-1 The primary objective of the Planning Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Weddington.

2-2 The purpose of the Planning Board are:

- (a) To make studies of the Town and its surrounding areas;
- (b) To determine objectives to be sought in the development of the areas under study;
- (c) To prepare and adopt plans for achieving these objectives;
- (d) To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
- (e) To advise the council concerning the use and amendment of means for carrying out plans;
- (f) Exercise any functions in the administration and enforcement of various means for carrying out plans that the council may direct;
- (g) To approve minor subdivision plats and bonds not in excess of one million dollars.
- (h) To keep the Town Council and the general public informed and advised as to these matters; and
- (i) To perform any other related duties that the council may direct.

**ARTICLE III
MEMBERSHIP**

3-1 Members of the Planning Board shall be appointed by the Town Council for designated terms. The Planning Board shall consist of seven (7) members who shall be residents of the Town of Weddington.

3-2 If a vacancy shall occur on the Planning Board by reason by death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.

ARTICLE IV
ELECTION OF OFFICERS *amended by the Town Council 9/14/2020

- 4-1 Annually, at the regular meeting of the Planning Board held in the month of March* a Chairman and Vice-Chairman shall be elected. These officers shall be elected for a term of one year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular March meeting. Each officer shall serve until relieved of his duties as herein provided. The Town Clerk shall serve as the Secretary.
- 4-2 The Chairman shall preside at all meetings and hearings of the Planning Board, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman shall have the privilege of discussing all matters before the Planning Board.
- 4-3 In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Planning Board, the members present may elect a temporary chairman for that meeting and proceed with the order of business.
- 4-4 The Secretary shall keep the minutes and records of the Planning Board, prepare with the Chairman the agenda for regular and special meetings, provide notice of meetings, attend to correspondence of the Planning Board and perform such other duties normally carried out by a secretary.

ARTICLE V
MEETINGS

- 5-1 Regular meetings of the Planning Board shall be held on the fourth Monday of each month at 7:00 p.m. in the Weddington Town Hall or on any other date as shown on the approved calendar of meeting dates. Each member shall be notified of each regular meeting by the Secretary to the Planning Board.
- 5-2 Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours' notice of the time of such meeting shall be given to each member by the Secretary.
- 5-3 Four (4) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4 Unless otherwise stated herein the Board shall operate according to Robert's Rules of Order. The Chairman, subject to these rules, shall decide all points of procedure unless otherwise directed by a majority of the Planning Board in session at the time.
- 5-5 All regular and special meetings of the Planning Board shall be open to the public. Public notice of all regular meetings shall be made by posting a Planning Board agenda in a conspicuous location accessible to the general public within the Weddington Town Hall seven (7) days prior to the meeting. The notice shall remain posted until the meeting has been concluded.
- 5-6 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 Board. An individual member shall not consider it appropriate to attend any meeting to discuss scheduled agenda items unless all members have been invited to that meeting.

ARTICLE VI
ATTENDANCE

- 6-1 In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. If any member is absent for two (2) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of his absences and if such member fails to attend the next regular meeting, the Planning Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Town Board.

ARTICLE VII
ORDER OF BUSINESS

- 7-1 The order of business shall be as follows: (a) roll call and determination of quorum, (b) approval of previous minutes, (c) public comments (d) old business, (e) new business, (f) updates, if any, from the Town Clerk and the Zoning Administrator, (g) adjournment.
- 7-2 Items of business at the regular meeting shall appear on the agenda. Business, which is not identified on the agenda, may be considered only after approval by a majority of the Planning Board in session at the time.

ARTICLE VIII
CONFLICT OF INTEREST

- 8-1 No member of the Planning 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 themselves, their immediate relatives or their business interest. In applying this rule the following procedure shall govern:
- 8-2 A Board member who determines that he has a conflict of interest shall declare the existence of a conflict and shall not participate in any discussion, deliberation, or vote on the matter.
- 8-3 A Board member who believes that he may have a conflict of interest shall declare the nature of the possible conflict of interest and ask for a determination by the remainder of the Board. A majority vote of the Board shall determine whether or not a conflict of interest exists. The Board member who believes he may have a conflict of interest shall not vote on the existence of conflict issue.
- 8-4 A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for a review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. The Board shall hear all evidence and shall, by majority vote, make the final determination as

to the existence of a conflict of interest. The Board member whose possible conflict of interest has been challenged shall not vote on the existence of conflict issue.

8-5 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

ARTICLE IX
PUBLIC COMMENTS

9-1 Rules for Public Comments at the Planning Board Meetings

- A maximum of thirty minutes shall be allocated to hear from the public during the public comment period.
- Speakers shall sign up on the sign-up sheet at the entrance to the meeting room before the meeting is called to order. No individual will be permitted to address the Planning Board if they do not sign up to speak prior to the start of the meeting.
- Each speaker will be limited to three minutes.
- Speakers shall approach the podium and state their name and address when addressing the Board.
- Speakers must be civil in language and presentation and act within reasonable standards of courtesy.
- Use of slander, name-calling, personal attacks or threatening speech or behavior is prohibited.
- Speakers will speak on current agenda items.
- Written or emailed comments are accepted in lieu of oral statements. Submitted comments will not be read aloud during the meeting but will be provided to the Planning Board and included in the minutes.
- The Planning Board shall not engage in debate or commentary with residents during the public comment period.
- The audience must maintain order and decorum in their conduct, and must refrain from disruptive applause, comments or disorderly speaking during the meeting.
- A person who interrupts, disturbs, or disrupts an official meeting is guilty of a misdemeanor. A person who interrupts a meeting and is asked to leave the meeting by the presiding officer and refuses is also guilty of a misdemeanor. (§143-318.17. Disruptions of official meetings.)

ARTICLE X
RECORDS

10-1 The Planning Board shall keep a record of its recommendations, transactions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk for the Town of Weddington. The Secretary will take minutes of all meetings of the Planning Board.

ARTICLE XI
ACTION BY BOARD

10-1 All actions of the Planning Board shall have been put before the Planning Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.

- 10-2 Voting shall be done by a show of hands. The Chairman shall vote only in case of a tie and instances where there are only three other voting members present. Only members present at the time a vote is taken shall be eligible to vote.
- 10-3 All members of the Planning Board must vote on all matters except as specified in Section 8-1.

ARTICLE XI
ADOPTION AND AMENDMENT

- 11-1 These rules of procedure may be adopted by a majority vote of the Planning Board membership.
- 11-2 The rules of procedure, within the limits set by law, may be amended by an affirmative vote of the membership present at a regular meeting, provided that such proposed amendment shall have first been submitted to all members in writing at least seven (7) days prior to the meeting at which the vote is taken.