

Bylaws for Lake Waccamaw Planning Board

A. Authority- The Lake Waccamaw Planning Board created by a Local Ordinance dated April 2, 1968, shall be governed by that Ordinance, Chapter 160A, Article 19 of the General Statutes of North Carolina and these Bylaws.

B. Members and Terms of Office-The Lake Waccamaw Board of Commissioners shall appoint six (6) residents of the Town to serve for a period of three (3) years. The Columbus County Board of Commissioners shall appoint two (2) members to the Planning Board who reside within the approved extra-territorial limits of Lake Waccamaw for three (3) year terms. County appointments will be made at the request of the municipal government. Members may be reappointed to unlimited successive terms. Beginning on July 1, 1987, three municipal appointments will be made for a three year term and three for a two year term. Thereafter, all appointments will be for a three year period. On the same date, one County appointment will be made for three years and the other for two years. Thereafter, all appointments will be made for three years. Appointment to unfulfilled terms shall be for the length of the original appointment.

C. Officers and Duties

1. Election of Officers— The Planning Board shall elect a Chairman, Vice-Chairman, and Secretary at the regular meeting each July. All officers may succeed themselves.
2. The Chairman— The Chairman shall preside at all meetings and Public Hearings of the Planning Board; shall decide on all matters of order and shall develop a meeting agenda with the assistance of the Zoning Administrator/Town Manager; and shall provide the Lake Waccamaw Board of Commissioners with an annual report of Planning Board activities by June 30 of each year.
3. The Vice-Chairman— In absence of the Chairman, the Vice-Chairman shall perform all duties assigned to the Chairman.
4. The Secretary— The Secretary is charged with responsibility for the keeping of minutes of all regular meetings, special meetings, and Public Hearings called by the Planning Board. The Secretary, after conferring with the Chairman, shall have staff 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. The Secretary is also charged with the responsibility for all Planning Board related correspondence and for the maintenance of Planning Board records and files,
5. The Zoning Administrator— As the zoning enforcement officer the Zoning Administrator shall serve as an ex officio, non-voting, member of the Planning Board, giving counsel and providing information when required or requested. The Zoning Administrator/Town Manager shall also serve as the Assistant Secretary and provide required assistance to the Secretary and Planning Board.

D. Meeting

1. Regular Meetings— Regular meetings of the Planning Board shall be held on the first Monday of each month. Unless the Chairman gives special notice all meetings will begin at 7:00 p.m. and will be conducted at the Town Hall.
2. 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.
3. Quorum— A quorum shall consist of five (5) members. When there are unfilled Planning Board vacancies a quorum shall consist of fifty percent (50%) of the Planning Board membership plus one additional member.
4. Conduct of Meetings— All meetings shall be open to the public and public input or comment shall be encouraged. The order of business at regular meetings shall be at the discretion of the Chairman
5. Change of Bylaws— No change shall be made to these Bylaws without the affirmative vote of two-thirds (2/3) members of the Planning Board.
6. 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, providing 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.
7. 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.
8. Attendance— The Planning Board will request the Town Board to replace any member missing three (3) consecutive regular meetings or fifty percent (50%) or more of all meetings over a twelve (12) month period.
9. Agenda Preparation for Regular Meetings— The agenda for regular meetings shall be prepared by the Chairman with the assistance of the Zoning Administrator/Town Manager.

Only those items requested by Planning Board members or those items properly filed with the Zoning Administrator/Town Manager according to Town 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, Town Board, and the Town Clerk by the Thursday prior to the regular meeting date.

E. Records

1. Public Record— All records of the Planning Board shall be made available to the public in accordance with State statutes.
2. Retention— The Secretary shall be charged with the maintenance of Planning Board records including studies, plans, reports, recommendations, minutes, and correspondence

of the Planning Board. The file should be maintained at the Town Hall. Requests for copies shall be forwarded to or addressed to the Zoning Administrator/Town Manager.