

## RULES OF ORDER AND PROCEDURE

### PLANNING & ZONING BOARD/LOCAL PLANNING AGENCY

1. The Planning & Zoning Board/Local Planning Agency shall hold a regular meeting on the first Tuesday of each month at 7:00 P.M. in the Commission Chambers, Margate City Hall, unless due to agenda items the date of the meeting must be changed. Special meetings, if required, may be called by the Chairperson.
2. The Chairperson of the Planning & Zoning Board/Local Planning Agency shall conduct each meeting according to Roberts Rules of Parliamentary Procedure and shall rule as to the relevance of each matter brought before the Board, and as to the maintenance of order.
3. In the absence or incapacity of the Chairperson, the Vice Chairperson shall assume all duties and powers of the Chairperson. In the event of absence or illness of both the Chairperson and the Vice Chairperson, the Secretary shall assume the responsibilities of Acting Chairperson. In the event of absence or illness of the Chairperson, Vice Chairperson, and Secretary, the member with the most continuous service on the Board shall assume the responsibilities of Acting Chairperson. An Acting Chairperson shall only serve for that period during which the Chairperson is unable to perform the duties associated with said office.
4. Election of Chairperson, Vice Chairperson and Secretary of the Planning & Zoning Board/Local Planning Agency shall be conducted every year at the regular meeting of the Board held in April. The term of office shall be one year. The Chairperson, Vice Chairperson, and Secretary may succeed themselves as many times as they are reelected. The election of officers shall be accomplished with the votes of a quorum of the Board.
5. The Board shall only be called to order when a quorum is present. A quorum is hereby defined as a simple majority of the Board, whereas, on a five member board, three members shall constitute a quorum. If the Board is called to order with fewer than five members, a simple majority of those members present shall be required for deciding the outcome of a vote, and a tie vote shall be considered failed to be approved.
6. When a Public Hearing is scheduled on the Agenda and the petitioner is other than the City, the following sequence and procedure shall be followed, at the discretion of the Chairperson.
  - a) The petitioner/representative is introduced and will make a presentation.
  - b) The Board members will question the petitioner and discuss the matter with staff.
  - c) After the Board members and staff have been heard, the public will be asked to speak, and further discussion may be held between Board members, the staff and public.
  - d) A motion can then be made and seconded to recommend either approval or denial.

e) At the discretion of the Chairperson, further discussion may take place on the motion.

f) Roll call vote taken on the motion.

The same procedure will be followed when the City is the petitioner, with the exception that there will be no petitioner to be introduced, and a member of the City staff can make the presentation.

7. Any member of the Board must be recognized by the Chairperson in order to be heard. There shall be no cross conversation between members of the Board. The Chairperson shall have the right to conduct an orderly meeting and to require anyone present at the meeting who becomes unruly to leave the room or to recess or adjourn the meeting.
8. Meetings of the Board are open to the public. Anyone wishing to speak on an Agenda item must identify themselves by name and address. All comments or questions of public are to be directed to the Chairperson. There shall be no cross conversation or questions of any other person.
9. These rules of order may be amended, added to, or suspended by a majority of the Board at any meeting.

ADOPTED BY THE PLANNING & ZONING BOARD/LOCAL PLANNING AGENCY AT THEIR REGULAR MEETING ON DECEMBER 5, 2017.