

# **PUTNAM COUNTY BOARD OF ZONING APPEALS BYLAWS**

## **Article I - The Board of Zoning Appeals**

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### **SECTION 1 - NAME**

The official name of the Board shall be the Putnam County Board of Zoning Appeals.

## **Article II - Officers**

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### **SECTION 1 - ELECTIONS**

Annually, at the regular meeting of the Board of Zoning Appeals held in January, the Board of Zoning Appeals shall elect a President, Vice-President, and a Secretary.

### **SECTION 2 - PRESIDENT**

The President shall preside at meetings of the Board of Zoning Appeals and at public hearings and meetings called by the Board of Zoning Appeals. The President shall call special meetings of the Board of Zoning Appeals as required and shall transmit reports, plans, recommendations, and other documents from the Board of Zoning Appeals to the appropriate authorities or bodies. The President shall act as spokesperson for the Board of Zoning Appeals.

### **SECTION 3 - VICE-PRESIDENT**

The Vice-President shall preside in the absence of the President shall perform duties and functions as may from time to time be required by the Board of Zoning Appeals.

### **SECTION 4- SECRETARY**

The Secretary shall be responsible for preparing and keeping the records of the Board of Zoning Appeals, and do all other tasks assigned by the Board of Zoning Appeals. The Putnam County Office of Planning and Infrastructure shall provide staff support and office space to the Secretary.

### **SECTION 5 - ADDITIONAL DUTIES**

The President, Vice-President, and Secretary shall perform other duties and functions as may from time to time be required by the Board of Zoning Appeals.

## **SECTION 6 - REPLACING OFFICERS**

In the event of the death, resignation, or removal of the President, Vice-President, or Secretary, the Board of Zoning Appeals shall elect one of its members to complete the unexpired term. A three-fifths majority of the total membership of the Board may, at any regular meeting, remove the President, Vice-President, or Secretary from office, provided that a new election to fill the remaining term of office is immediately held.

## **SECTION 7 - NOMINATING COMMITTEE**

A nominating committee shall be established during the January Annual Meeting to make recommendations for appointments to the Board of Zoning Appeals and Board of Zoning Appeals' officers.

# **Article III - Meetings**

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## **SECTION 1 - REGULAR MEETING**

The regular meeting of the Board of Zoning Appeals shall be held on the second Thursday of each month, in a place and at a time designated by the Board. In the event that the second Thursday of the month shall fall on a holiday or any other day when the Putnam County Courthouse will be closed, the regular meeting of the month shall be held on the third Thursday of the month.

## **SECTION 2 - SPECIAL MEETINGS**

Special meetings of the Board of Zoning Appeals may be called by the President or by at least two members upon request to the Secretary. Whether called by the President or by two or more members, the Secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting, but written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting or if all the members are present at the special meetings.

## **SECTION 3 - QUORUM**

In order to conduct a Board meeting, a quorum of the members must be present. A majority of the members of a Board shall constitute a quorum. No action of the Board shall be official unless authorized by a majority of the members present at a regular or properly called special meeting.

#### **SECTION 4 - ALTERNATE MEMBERS**

In the event one of the regular members is unable to serve, an alternate member shall serve on the board. The alternate member shall serve until a final determination is made in the matter to which the alternate member was initially called on to serve. The alternate member shall have the same powers and duties as a regular board member.

#### **SECTION 5- TEMPORARY PRESIDENT**

In the event of a quorum for a meeting and the absence of both the President and Vice-President, any member may call the meeting to order for the purpose of electing a temporary president. A simple majority of those present is sufficient to elect the temporary president.

#### **SECTION 6 - PROCEDURES FOR CONDUCTING MEETINGS**

Roberts Rules of Order, current addition, shall be the parliamentary authority of the Board of Zoning Appeals meetings.

#### **SECTION 7 - PROCEDURES FOR CONDUCTING PUBLIC HEARINGS**

1. President opens public hearing;
2. Staff presents summary of application;
3. Applicant comments;
4. Public comments;
5. Questions from the Board of Zoning Appeals;
6. Rebuttals of the Staff, Applicant, and/or Public; and
7. President closes or recesses public hearing.

All comments shall be directed to the Board of Zoning Appeals. Request to be recognized by the President of the Board of Zoning Appeals shall be required prior to staff, applicant, or public comments. The public hearing is held to receive comments and is not a forum for debate.

### **Article IV - Informing County Commission of Members' Absence**

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#### **SECTION 1 - INFORMING COUNTY COMMISSION OF MEMBERS' ABSENCE**

The President shall automatically send a letter to the County Commission to inform them when any member fails to attend three (3) consecutive regularly scheduled meetings or any five (5) regular meetings in a calendar year.

## **Article V - Separability**

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### **SECTION 1 - SEPARABILITY**

The invalidation of any article or any section of any article shall not invalidate any other portion of these Bylaws.

## **Article VI - Amendments to the Bylaws**

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### **SECTION 1 - AMENDMENTS**

These bylaws can be amended at any regular meeting by a three-fifths majority vote provided that the amendments have been submitted in writing at the previous meeting.

Adopted: August 13, 1996

Amended: March 8, 2007

Amended: September 10, 2009