

Alamance County Planning Board By-Laws and Meeting Procedures

Article I Meetings

Section 1.1 Annual Meetings

The annual meeting of the Alamance County Planning Board shall generally be the in the month of January of each year. At the annual meeting of each year, the Board shall elect members to the office of Chair and Vice-Chair. The Board shall also adopt a meeting schedule for the entire year; including the meeting date of the annual meeting for the next calendar year.

Section 1.2 Regular Meetings

Regular meetings of the Alamance County Planning Board shall take place on the second Thursday of each month. Meetings will be held at 6:30 PM in the Alamance County Development Center Meeting Room at 1946 Martin Street, Burlington, NC 27217.

Section 1.3 Special Meetings, Change of Meeting Date, Time, or Location.

In the event that a special meeting of the Alamance County Planning Board is necessary, Planning Board members shall be notified, either verbally or in writing, no less than forty-eight (48) hours prior to the time of the meeting. Notification of any change in meeting date, time, or location shall be done in accordance with applicable North Carolina General Statutes which regulate such notification and shall be posted on the County website.

Section 1.6 Order of Proceedings

All Planning Board meetings shall follow, in general, the following order of proceedings:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comments
5. Board Responses
6. Old Business
7. New Business
8. Announcements
9. Adjournment

The Chair of the Planning Board may, at their discretion, make changes to the order the agenda to accommodate the public.

Section 1.7 Public Comments

Anybody that attends a Planning Board meeting shall have the opportunity to make public comments on any agenda item. Prior to speaking, each person shall give their name and address for the minutes of the meeting. Time limitations may be placed on speakers, at the discretion of the Chair, based upon the number of those wishing to address the Board.

Section 1.8 Disruptions

Disruptions or disruptive behavior during a Planning Board meeting shall not be tolerated. All disruptive behavior shall be enforced pursuant to N.C.G.S. 143-318.17 which states: *“A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.”*

Section 1.9 General Rules of Procedure

All meetings shall follow the general guidelines for procedure:

1. All Planning Board members shall be recognized by the Chair prior to asking questions of Staff or citizens.
2. Staff shall direct all comments to the Chair and request recognition before addressing the Board on any issue.
3. Prior to opening the floor for discussion among the members of the Board; the Chair may, at their discretion, solicit comments from the public.
4. Prior to taking any motions, the Chair shall open the floor for discussion among the members of the Board.
5. No vote may be taken without a motion and a second. In the event that a motion fails to garner a second, the motion shall be considered dead and reported as such in the minutes of the meeting.
6. All votes shall require a simple majority to carry.

Article II Officers

Section 2.1 Officers

The officers of the Alamance County Planning Board shall consist of a Chair and a Vice Chair, each of whom shall serve for a term of one year.

Section 2.2 Election of Officers

The officers of the Planning Board shall be elected for the ensuing year at the annual meeting of the Planning Board. Elections will be determined by a simple majority.

Section 2.3 Duties of Officers

The duties and powers of the officers of the Planning Board shall be as follows:

a. Chair:

1. To preside over the Board at all meetings,
2. To call special meetings in accordance with these By-Laws,
3. To sign all official documents of the Planning Board

b. Vice Chair:

1. During the absence, disability or disqualification of the Chair, the Vice Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

Section 2.4 Clerk to the Planning Board

The Planning Director or designee shall serve as the Clerk to the Planning Board. The Clerk shall be responsible for the following:

1. Preparing all agenda packets for the Planning Board.
2. Ensuring that accurate minutes of the meeting are taken and reported.
3. Maintaining an archive of agendas and minutes for public review.

Article III Voting and Conflicts of Interest

Section 3.1 Voting

Each Planning Board member that counts toward the quorum of a meeting may cast one vote on any given item. A simple majority is necessary for any motion to carry.

Section 3.2 Conflicts of Interest

No Planning Board member may deliberate or vote on any matter in which they have a direct financial interest or may benefit from. In the event that a Planning Board member does have a conflict of interest, the Board member shall request recusal from the Chair. Recusal must occur before deliberation of an agenda item begins. Once recused, the member may not take part in any discussion regarding the issue being considered.

Article IV Board Membership

Section 4.1 General

All Planning Board members shall be appointed by the Alamance County Board of Commissioners in accordance with the Alamance County Unified Development Ordinance. The membership of the Planning Board shall be composed of nine (9) citizens of Alamance County and a member of the Board of Commissioners shall be named as an ex officio (without vote) member of the Board in order to provide liaison between the Planning Board and the Board of Commissioners.

Section 4.2 Recruitment

The Alamance County Planning Board may utilize a number of means to recruit for new members to fill positions of members whose terms are set to expire. Such means should include advertisement on the County website and, if necessary, in the local newspaper. Interested parties will be required to fill out an application and any additional information required by the Planning Board. Applications will be kept on file in the Planning Department for a period of two (2) years.

Section 4.3 Review of Applications

Applications for the Planning Board will be reviewed by the Planning Director to determine basic eligibility based on Township representation and residency. After eligible applicants have been determined by the Planning Director, applications will be given to the Planning Board for review at a regular Planning Board meeting. The Planning Board will then make a formal recommendation of appointment to the Board of Commissioners.

Section 4.4 Review of Applications for Reappointment

Applications for Planning Board members wishing to be reappointed will be reviewed by the Planning Director to verify basic eligibility based on Township and residency. After eligible members have been determined by the Planning Director, member applications will be given to the Planning Board for consideration prior to their term ending at the Board's regularly scheduled November meeting. The Planning Board will then make a formal recommendation of reappointment to the Board of Commissioners.

Section 4.5 Meeting Attendance

All Planning Board members are expected to regularly attend Planning Board meetings. If a member has more than two (2) consecutive unexcused absences, the Chair of the Planning Board may request that the member be removed from the Board. Anticipated absences will be considered excused if reported more than 24 hours in advance to the Chair, Vice Chair or Clerk. Any and all removals must be approved by the Alamance County Board of Commissioners.

Section 4.6 Vacancies Due to Resignation, Death, Disability, etc.

In the event that a Planning Board vacancy occurs due to resignation, death, disability, relocation out of the County, or any other reason other than normal expiration of a term; the Planning Director shall immediately make the Clerk to the Board Commissioners aware of the vacancy. Attempts to fill the position shall begin with applications that are kept on file by the Clerk to the Planning Board. If a replacement cannot be found in applications that are kept on file, active recruitment shall begin pursuant to these By-Laws. Should such a vacancy be the office of Chair, the Vice-Chair will become the Chair and a new Vice-Chair will be elected at the next regular meeting.

Article V Miscellaneous

Section 5.1 Communication to the Board

All communications to the Board, including applications, petitions, emails, (when specifically directed to the board or appropriate for the Board's information, at the reasonable discretion of staff) or other referrals, shall be directed to the Planning Department and shall thereafter be provided to the Board.

Section 5.2 Board Requests

All requests for information (maps, ordinances, etc.) from the Planning Staff by a Planning Board member shall be directed to the Planning Director. Any response by the Planning Director shall be directed to the Planning Board as a whole.

Section 5.3 Amendments

The Planning Board may recommend adoption, amendment, repeal, or alteration; in whole or in part, these by-laws by a majority vote at any regular meeting; provided that any change requested has been placed on the Board's regular meeting agenda.

Amended by the Alamance County Planning Board on this the 7th day of May 2026.

Chair

Attest, Clerk