



P . O . Box 160 Avoca, Arkansas 72711

Phone/ Fax 479-621-5921

AVOCA BOARD OF ZONING BY-LAWS

MEMBERSHIP & ORGANIZATION

1. The Board of Zoning shall consist of the (5) Planning Board Members appointed by the Mayor and approved by the Town Council. The members should be qualified by knowledge or experience to act upon matters pertaining to the physical, social and economic development of the Town.
2. The Board shall elect a Chairman, Vice-Chairman and Secretary annually at the first regular meeting in the month of the year.
3. Vacancies in the office shall be filled immediately by appointment by the Mayor and approved by the Town Council.
4. The Chairman shall preside at all meetings and public hearing of the Board; shall decide all points of order or procedure; and shall have the duties normally conferred by Roberts Rule of Order.

MEETINGS

1. The regular meetings of the Board of Zoning shall be held on the third Tuesday of the months of January, May, August, December. All regularly scheduled meetings shall be held after the Planning Meeting, in the Council Chambers at Town Hall. In the event of conflict with holidays or other events, the time and date of said meeting may be changed. Meetings may also be canceled by the Chairman, due to lack of business except mandatory meeting required by law.
2. Each session of the Board of Zoning shall be a public meeting.

3. Public hearings shall be held on all proposed plans, ordinances and regulations, including amendments thereto. Notice of public hearings shall be published in a newspaper of general circulation in the Town, at least one (1) time, fifteen (15) days prior to the hearing. Following the public hearing, decisions may be made by an affirmative vote of the majority of the authorized membership of the board.

4. A quorum shall consist of three (3) members. The Chairman shall have full voting status. No meeting shall be held for the transaction of any business if a quorum is not present.

5. Conflict of Interest: Each member of the Planning Board shall avoid conflicts of interest.

6. No change shall be made to the By-Laws of the Board of Zoning, except by affirmative vote of a majority of the authorized membership of the Board.

7. Order of Business: Regular session of the Board of Zoning shall proceed under the following pattern which shall be written in the form of an agenda distributed to Board of Zoning prior to the meeting.

1. Pledge of Allegiance
2. Moment of Silence
3. Public Forum
4. Call to Order
5. Roll Call
6. Declaration of Quorum
7. Approval of Agenda
8. Approval of minutes
9. Old Business
10. New Business
11. Announcements
12. Adjournment

EMPLOYEES

1. The Zoning Official and the Recorder-Treasurer shall serve as staff for the Board.
2. The Mayor shall serve as an Exofacial status for the Board.

COMMITTEES

1. The Chairman may appoint such committees as deemed advisable to expedite the regular administration of planning regulations, ordinances and plans, etc., adopted by the Board and shall assign each committee specific duties or functions.

REQUIRED SIGNATURES

1. The chairman and Secretary of the Board shall affix their signatures to all documents approved by the board.


2. The date of approval shall be placed on all documents approved by the board.

RECORDS

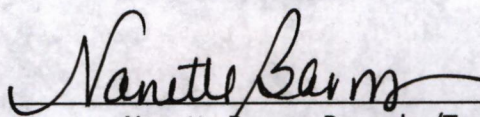
1. The Secretary of the Board, in cooperation with the Town Recorder-Treasurer, shall be responsible for the maintenance of all the files of the board and the minutes of all meetings, including public hearings.

2. All records of the Board of Zoning shall be public record.

THESE REVISED BY-LAWS ARE ADOPTED THIS 20th DAY OF AUGUST 2019.



Jim Mills, Chairman



Nanette Barnes, Recorder/Treasurer