



PLANNING DEPARTMENT

BY-LAWS AND RULES OF PROCEDURE DUPLIN COUNTY PLANNING BOARD (As Amended)

The following policies are hereby adopted by the Duplin County Planning Board (hereinafter referred to as the “Board”) to facilitate the performance of its duties and the exercise of its powers as enumerated in the General Statutes of North Carolina and ordinances creating and controlling planning in Duplin County.

ARTICLE I: GENERAL RULES

The Duplin County Planning Board shall be governed by the North Carolina General Statutes, the Charter, Code and Ordinances of Duplin County, and other general and special laws relating to planning in Duplin County, as well as by the ordinance which created the Board.

ARTICLE II: OFFICERS AND DUTIES

- A. Election: At the first regular meeting of each year, the Board shall elect from its membership a Chairperson and a Vice-Chairperson as set forth in section 302 of the Duplin County Unified Development Ordinance. The candidate for each office receiving the most votes shall be elected.
- B. Tenure: The officers shall serve from the day of their election until their successors are elected and qualified. Vacancies in office shall be filled immediately for the unexpired term by election.
- C. Duties:
 - 1. Chairperson: The Chairperson shall preside at all meetings, appoint members to committees, and perform such other duties as may be directed by a majority of the board members present.
 - 2. Vice-Chairperson: The Vice-Chairperson shall act in the capacity of the Chairperson in their absence.

3. Secretary: The Planning Director shall serve as Secretary of the Planning Board. The Secretary, subject to the direction of the Chairperson and the Board, shall conduct correspondence of the Board, and shall generally supervise the clerical work of the Board. The Secretary, or their designee, shall keep the minutes of each meeting of the Board, which minutes shall be public record. The minutes shall record all important facts pertaining to each meeting and hearing, every resolution acted upon by the Board, and all votes of Board members upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote.

ARTICLE III: MEETINGS

- A. Regular Meetings: Meetings of the Board shall be held on the second Tuesday of each month at 6:00pm at 224 Seminary Street, Kenansville, or such other time or place as the Board may determine. When a regular meeting day falls on a legal holiday, the meeting shall be held at the discretion of the Chairperson or as determined by Board by majority vote.
- B. Special Meetings: Special meetings of the Board may be called at any time by the Chairperson or by a majority of all the members of the Board.
- C. Cancellation of Meetings: Whenever there is no business for the Board, the Chairperson may dispense with a regular meeting by giving notice to all members not less than twenty-four hours before the time set for the meetings.
- D. Quorum: The quorum for the Planning Board shall be a majority of the Board membership.
- E. Conduct of Meetings: All meetings shall be open to the public, except lawful executive sessions. The order of business at regular meetings shall be as follows: (a) roll call; (b) reading and approval of minutes of previous meetings; (c) reports of committees; (d) unfinished business; (e) new business. Parliamentary procedure shall be in compliance with ROBERT'S RULES OF ORDER.
- F. Vote: The vote of a majority of those members present shall be sufficient to decide matters before the Board, provided a quorum is present. No Board member shall participate in the decision of any matter in which he or she has a personal financial interest.

ARTICLE IV: AMENDMENTS

These rules may, with the limits allowed by law, be amended at any time by an affirmative vote of those members present provided a quorum is present and provided that such amendment shall have been presented to the membership in writing at a regular or special meeting

preceding the meeting at which the vote to amend is taken. Amendments shall then be presented to the Duplin County Board of Commissioners for final approval.

ARTICLE V: EFFECTIVE DATE

These By-Laws and Rules of Procedure shall take effect upon adoption and shall supersede any past adopted By-Laws and Rules of Procedure by the Board. These By-Laws were presented and adopted at a meeting of the Duplin County Planning Board held the 8th day of April, 2025, by a majority vote of the members of the Planning Board, a quorum being present.