

City of Laingsburg Zoning Board of Appeals Bylaws.

Article 1
Membership

Zoning Board of Appeals. Members of the Laingsburg Zoning Board of Appeals (hereinafter referred to as “Board”) are appointed citizens who have power to interpret the provisions laid out in the City of Laingsburg Zoning Ordinance. The Board shall consist of five (5) members.

Attendance. If any member of the Board has more than three (3) excused absences and/or more than two (2) unexcused absences for scheduled meetings within one (1) year, then that member shall be considered delinquent. Delinquency shall be grounds for the city council to remove a member from the Board for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The Board shall keep attendance records and shall notify the city council whenever any member of the Board is absent from three scheduled meetings, so the city council can consider further action allowed under law or excuse the absences.

Training. Each member is encouraged to attend education and training opportunities. The City of Laingsburg has a training budget for elected and appointed officials. Members shall be reimbursed for training expenses that are specifically authorized by Laingsburg City Council for official business of Board training.

Article 2
Meetings

Meetings. Meetings of the members of the Board shall be held at the Laingsburg City Hall (114 N Woodhull Road) or at such other place as designated in the notice thereof. Meetings shall be held once a month or as requested. Laingsburg City Staff shall assist in setting up the Board meetings and sending out the required public notices.

Public Comment. Any public member who intends to speak at a Board meeting shall sign in before public comment begins. Public comment shall take place at the beginning of each Board meeting after the call to order. The Board shall open the floor to the public. Each public member shall have up to three (3) minutes to deliver their comment to the Members of the Board.

Article 3
Quorum

The majority of Board members, three (3) members, shall constitute a quorum at any meeting of said Board.

Article 4
Agenda

Order of Business. A written agenda for all meetings shall be prepared as follows. The recommended order of business includes:

- Call to Order
- Public Comment
- Approval of Minutes
- Items of Business
- Adjournment

Minutes. A person appointed by the Board shall prepare Board minutes. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and recording of votes; complete statement of the conditions or recommendations made on any action; and recording of attendance.

Article 5
Amendments

These Bylaws may be amended, altered, or repealed by the affirmative vote of a majority of the members of the Commission at any meeting call for such purpose, provided that the substance of the proposed amendment or other change shall be stated in the notice of the meeting or by unanimous vote of all members of said Commission.

**BY-LAWS ADOPTED DURING THE FEBRUARY 19, 2024 ZONING BOARD OF APPEALS
MEETING OF THE CITY OF LAINGSBURG.**