

## **BY-LAWS FOR THE TOWN OF SHALIMAR PLANNING AND ZONING BOARD**

### **ARTICLE I OBJECTIVES**

The Objectives of the Town of Shalimar's Planning and Zoning Board are those set forth by the State of Florida Statutes and the Ordinances of the Town.

### **ARTICLE II OFFICERS AND THEIR DUTIES**

#### **SECTION I: CREATION**

The Planning and Zoning Board of the Town of Shalimar shall be organized and empowered as stated herein. The Board may engage in planning operations within its jurisdiction which shall be co-terminus with the political boundaries of the Town.

**SECTION II: MEMBERSHIP; TERMS OF OFFICE, REMOVAL FROM OFFICE; VACANCIES AS STATED IN THE TOWN OF SHALIMAR CODE OF ORDINANCES.**

#### **SECTION III: OFFICERS; MEETINGS; BY-LAWS;**

A. **CHAIRMAN** - The Chairman shall be the presiding officer at meetings and hearings of the Planning and Zoning Board. In the absence of the Chairman, the Vice-Chairman shall preside respectively.

**DUTIES OF CHAIRMAN** - The Chairman's general duties are:

- to open and call the meeting to order;
- to announce the business to be conducted;
- to recognize anyone entitled to the floor;
- to state and put to vote all questions which are regularly moved or rise in the course of the proceedings;
- to speed up proceedings as much as possible;
- to require order in a meeting;
- to inform the group present to a point of order; and
- to authenticate by signature all actions (minutes).

B. **VICE CHAIRMAN** - The Vice Chairman shall assist the Chairman in any way possible subject to the Chairman's request. Upon the absence of the Chairman, the Vice Chairman shall automatically become presiding officer of the Planning and Zoning Board.

#### **C. MEETINGS**

1. All meetings of the Planning and Zoning Board shall be public and held prior to the Town Commission meetings.
2. **SPECIAL MEETINGS** - Special meetings may be called by the Chairman or, in his absence, by the Vice Chairman. A quorum of the Board may request the chair to call a

special meeting. The notice of such meeting shall specify the purpose of the meeting and no other business may be considered.

### **ARTICLE III ORDER OF BUSINESS**

The order of business at regular Planning and Zoning Board Meetings shall be:

- A. Call to order;
- B. Pledge of Allegiance to the Flag;
- C. Roll Call;
- D. Acceptance of the minutes of the previous meeting;
- E. Old and unfinished business;
- F. New Business;
- G. Administrator's Report;
- H. Adjournment.

The order of business may be set aside by a majority of members present and voting.

### **ARTICLE IV TRANSACTION OF BUSINESS**

- A. All minutes and records of all proceedings, including transactions, findings and determinations shall be filed in the Shalimar Town Hall office which shall be considered the office of the Planning and Zoning Board.
- B. Any member of the Planning and Zoning Board who has financial interest in any question called to vote shall notify the board and may vote but must file disclosure Form 4 (Four).
- C. The Planning and Zoning Board shall have the right to administer funds in the following manner:
  - 1. The Planning and Zoning Board, with the assistance of the secretary, shall prepare and adopt a budget outlining expected expenditures and needed revenues as deemed necessary by the Planning and Zoning Board. Such budgets shall be submitted by the Chairman to the Town Commission for approval.
  - 2. All bills and statements of expenses shall be submitted by the Chairman of the Planning and Zoning Board unless otherwise authorized by the Planning and Zoning Board.
  - 3. The Town Clerk shall pay all bills, expenses, and disbursements after authorization and approval by the Town Commission.

### **ARTICLE V HEARINGS**

- A. In addition to regular meetings, the Planning and Zoning Board may hold public hearings at its discretion when it is apparent that such hearings will be in the best public interest.

- B. Due public notice of such hearings shall be given as required by State of Florida Statutes and Ordinances of the Town of Shalimar.
- C. The matter before the Planning and Zoning Board may be presented in summary by the chairman or a designated member of the Board or any other designated person(s).
- D. A record shall be kept by the Town Clerk of those speaking before the Planning and Zoning Board.

#### **ARTICLE VI QUORUM**

A simple majority in attendance of the Planning and Zoning Board shall constitute a quorum.

#### **ARTICLE VII AMENDMENTS**

These By-Laws may be amended by a simple majority vote of the total Planning and Zoning Board membership and will become effective when approved by the Shalimar Town Commission.