

R E S O L U T I O N N O. 114

WHEREAS, The Town of Rico has adopted Ordinance No. 274, Section 3 establishing the Board of Zoning Adjustment.

WHEREAS, The Board of Trustees of the Town of Rico, in the meeting of May 12, 1992 appointed the members of the Board of Zoning Adjustment.

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Rico that the following shall be the Rules and Procedures that the Board of Zoning Adjustments will follow in the course and conduct of business. Such rules relate to the orderly transaction of business in meetings and to the duties of officers and members in that connection. The object of the rules of order is to facilitate the smooth functioning of the board and to provide a firm basis for resolving questions of procedures that may arise.

1. Robert Rules of Order is adopted as the rules for the handling of meetings. The rules contained in the manual are binding upon the board in all cases where they are not in consistent with any provisions of local, state or national law applying to the type of board.

2. OFFICERS

A. Chairman (presiding officer) - Conducts the meetings and sees that the rules and procedures are observed.
1) Is referred to as the "Chair", and not by name.

B. Clerk (secretary) - Makes a written record of what is done-usually called "the minutes".
1) Is a member and is counted in determining the quorum.

3. MEMBERS

A. Member - Is a person who has been appointed by the Board of Trustees of the Town of Rico, and as having the right to full participation in the proceedings.
1) The right to make motions.
2) The right to speak in debate on motions.
3) The right to vote on motions.

4. BASIC PROVISIONS AND PROCEDURES

A. QUORUM OF MEMBERS- The minimum number of members who must be present for business to be legally transacted shall be four (4).

B. ORDER OF BUSINESS:

1. Chairman will determine if quorum is present.

2. Call meeting to order.
3. Opening remarks by chair.
4. Roll Call.
5. Reading of Minutes.
6. Public Comments.
7. Reports
 - a) Reports from Officers and Standing Committee.
 - 1) Standing Committees - permanently established committees.
 - b) Reports from Special Committees.
 - 1) Committees appointed to exist only until they have completed a specific task.
 - c) Reports from Committee of the Whole.
 - d) The Chairman of the committee will report:
No second from the board is required.
8. Public Hearings
9. Unfinished Business
10. New Business
11. Extended Public Hearings
12. Adjournment

FURTHER, the Town Clerk shall keep a copy of Robert Rules of Order on file at the Town Hall and it shall be the most current available.

FURTHER, the Town Clerk is instructed to provide a copy of all applications received to the Chairman of the Board of Zoning Adjustment within 48 hours of receipt. The chairman will research & provide a copy of the application and research material within five (5) working days to all members of the board.

ATTEST:

TOWN OF RICO

Linda Yellowman
Town Clerk

James F. Greene
Mayor