

## 2. ADMINISTRATION

### 2.3 PLANNING BOARD

#### 2.3.2 MEMBERSHIP

The Hillsborough Planning Board shall consist of ~~at least ten (10)~~ 9 members. Members shall serve without compensation, but they may be reimbursed for incidental expenses incurred in connection with official duties.

#### 2.3.3 APPOINTMENT AND REPRESENTATION

Every member of the board shall be a resident of Orange County. Seven (7) members shall be citizens and residents of the Town of Hillsborough and shall be appointed by the Town Board ; ~~three (3)~~ 2 members shall be citizens and residents of the extraterritorial jurisdiction and shall be appointed by the Orange County Board of Commissioners as set forth in North Carolina General Statutes, Section 160D-202.

Within 60 days of the release of detailed population data from each decennial census, the Planning Director shall report to the Board of Commissioners the proportion of residents in city limits and in the extraterritorial area as can be determined using block group data. The Planning Director shall also recommend any adjustment in membership distribution needed to maintain the proportional representation and a schedule by which to implement any needed adjustments, not to exceed one calendar year from the date of data availability.

#### 2.3.4 OATH OF OFFICE

Members of the Planning Board shall take an oath of office before the town clerk or a notary public prior to beginning their duties. Signed copies of the oath shall be filed by the town clerk.

#### 2.3.5 TERMS OF OFFICE

The tenure of office shall be three (3) years. Appointments to fill vacancies shall be for the unexpired term. A member may be appointed for a second successive term, but after two (2) consecutive full terms a member shall be ineligible for reappointment until one calendar year has elapsed from the date of completion of the second full term. Further policies and procedures about volunteer board appointments may be established by the Town Board in the Town Code.

#### 2.3.6 STAFF

The Planning Director shall provide staff support to assist the Planning Board in carrying out its duties.

#### 2.3.7 MEETINGS

##### ~~2.3.6.1~~ 2.3.7.1 Meeting Minutes

The Board shall maintain minutes of its meetings as a permanent public record. Such minutes shall record the attendance of its members, its findings, recommendations, and a summary of information, data, and testimony presented to it.

##### ~~2.3.6.2~~ 2.3.7.2 Open to the Public

All meetings of the Board shall be open to the public and the Board shall cause notices to be given as required by Article 33C, Chapter 143 of the North Carolina General Statutes, as amended.

### **2.3.8 QUORUM AND NECESSARY VOTE**

~~2.3.7.1~~ 2.3.8.1 A quorum for conduct of business of the Board shall be a majority of the appointed members.

~~2.3.7.2~~ 2.3.8.2 An affirmative vote of the majority of Board members present and constituting a quorum is required for all decisions of the Planning Board.

### **2.3.9 RULES OF PROCEDURE**

The Board shall adopt Rules of Procedure and regulations for the conduct of its affairs. Rules of Procedure shall be consistent with the procedural requirements of this Ordinance and state law.