
Sec. 48-3. Meetings; voting; officers.

The Planning and Zoning Commission may adopt such rules and regulations which it deems necessary to carry out the provisions of this chapter. However, the following rules shall apply to the Planning and Zoning Commission:

- A. *Meetings.* The Planning and Zoning Commission shall hold regular meetings at the Town Hall on the fourth Thursday of each month at 6:00 p.m. Special meetings may be called by the chairman, when necessary.
- B. *Voting.* Four members of the Planning and Zoning Commission shall constitute a quorum. However, regardless of the existence of a quorum, any action taken by the Planning and Zoning Commission must be approved by at least three members of the Commission.
- C. *Officers.* The Planning and Zoning Commission shall annually select from among its membership a chairman and a vice-chairman. This annual selection shall occur at the regularly scheduled March meeting and shall be subject to the approval of the Town Council.
- D. *Chairman.* The chairman shall:
 - (1) Preside at all meetings.
 - (2) Call special meetings as he deems necessary.
 - (3) Attest to the accuracy of all minutes of meetings prior to those minutes being submitted to the Town Council.
 - (4) Form subcommittees to assist the Planning and Zoning Commission in the fulfillment of its duties.
- E. *Vice-chairman.* The vice-chairman shall:
 - (1) Ensure that Town Hall staff notices all meetings.
 - (2) Ensure minutes of the Planning and Zoning Commission meetings are prepared by Town Hall staff.
 - (3) Serve as chairman pro-tempore.
- F. *Attendance.* Any member of the Planning and Zoning Commission who misses two regular meetings of the Commission in a row without first providing the notice of the absence to the town clerk or her designee shall be deemed to have resigned his or her membership on the Commission. Additionally, any member of the Commission who misses four regular meetings of the Commission during the course of a calendar year, regardless of whether prior notice was provided to the town clerk or her designee, shall be deemed to have resigned his or her membership on the Commission.

(Ord. No. 117, 2-10-75; Code 1975, § 2-6; Ord. No. 90-205, 11-12-90; Ord. No. 2003-314, §§ 1, 2, 9-8-03; Ord. No. 2009-005, § 2, 3-23-09)