

BY-LAWS
AUGUSTA COUNTY BOARD OF ZONING APPEALS

ARTICLE 1-AUTHORITY AND TITLE

- 1-1 This Board is established in accordance with the provisions of TITLE 15.1 Chapter 11 of the Code of Virginia.
- 1-2 The Title of this Board shall be the "Augusta County Board of Zoning Appeals."

ARTICLE 2-ORGANIZATION

- 2-1 The Augusta County Board of Zoning Appeals shall consist of the five (5) members as appointed by Augusta County Circuit Court. The term of office of each member shall be five (5) years.
- 2-2 With the exception of its Secretary, the Board shall elect from the appointed members a Chairman, a Vice-Chairman and other officers as it deems necessary.
- 2-3 The officers shall be elected annually at the regular January meeting each year.
- 2-4 The candidate receiving a majority vote of the entire membership of the entire Board shall be declared elected.
- 2-5 Officers may succeed themselves.
- 2-6 Vacancies in office shall be filled for the unexpired term by regular election procedures at a regular meeting.
- 2-7 Members of the Board shall hold no other public office in the County except that one may be a member of the local Planning Commission. Members shall not be a member of the County administrative staff.
- 2-8 The Board may, with the approval of the County Administrator, appoint a member of the County administrative staff to serve as Secretary to the Board.

ARTICLE 3-DUTIES OF OFFICERS

- 3-1 The Chairman shall:
1. Preside at meetings.
 2. Appoint committees.
 3. Rule on procedural questions.
- 3-2 The Vice Chairman shall:
1. Carry out the duties of the Chairman in the absence of the Chairman.
- 3-3 The Secretary shall:
1. Keep minutes of all meetings.
 2. Keep a written record and file of all official records, reports, and business transacted by the Board.
 3. Notify all members of all meetings.
 4. Attend to the correspondence of the Board.
 5. Give proper notice of all meetings and hearings.
 6. Certify all maps, plans, records, and reports from the Board.
 7. Report all official communications to the Board.
 8. Present the annual report to the governing body.

ARTICLE 4-COMMITTEES

- 4-1 The Chairman may establish and appoint members to such committees as the Board may deem necessary.

ARTICLE 5-MEETINGS

- 5-1 Regular meetings of the Board shall be held monthly on the first Thursday of each month at 1:30 P.M. or as otherwise designated by the Board.
(3/2/99)
- 5-2 Special meetings may be held at the request of the Chairman or at the written request of two members of the Board.
- 5-3 A quorum shall be not less than a majority of all the members of the Board.
- 5-4 Parliamentary procedure shall be governed by "Robert's Rules of Order".
- 5-5 Motions shall be restated by the Chairman before a vote is taken.

ARTICLE 6-ORDER OF BUSINESS

- 6-1 The order of business of a regular meeting shall be:
1. Call to Order
 2. Determination of a quorum
 3. Reading of minutes
 4. Public Hearings and other business or reports
 5. Adjournment

ARTICLE 7-PUBLIC HEARINGS

- 7-1 The Board shall hold public hearings as required by law and for other matters as deemed necessary.
- 7-2 Written notice and/or advertisement of public hearings shall be in accordance with State Law.
- 7-3 The case to be heard shall be introduced and summarized by the Chairman, Secretary, or other members as directed by the Chairman.
- 7-4 Interested parties shall have the privilege of the floor. The applicant shall be given an opportunity to address the Board first followed by other supporters of the request, followed by those opposed to the request and the applicant shall have an opportunity for a brief rebuttal or summary.
- 7-5 Interested parties shall recognized by the Chairman, shall state their name and address, and shall direct their remarks to the Board.
- 7-6 The Board shall have the privilege of establishing reasonable and uniform limits of time for all interested parties.
- 7-7 The Secretary shall keep a record of those speaking at all hearings.

ARTICLE 8-GENERAL

- 8-1 All records and files of the Board shall be maintained in the office of the Secretary or other County administrative official as directed by the Board with the concurrence of the County Administrator.
- 8-2 Application for all matters requiring a public hearing shall be filed in the office of the Secretary in accordance with the established schedule required for public notice.

- 8-3 The person, firm, or organization making application, or his representative, shall be present and be prepared to discuss the case at the time the case is considered by the Board.

ARTICLE 9-ANNUAL REPORT

- 9-1 The Board, assisted by the Zoning Analyst and Secretary, shall prepare an annual report concerning the operations of the Board. The annual report shall be completed and submitted to the governing body in each year.

ARTICLE 10-AMENDMENTS

- 10-1 These By-Laws may be amended by the Board. Such amendment shall be approved by two-thirds of the membership after thirty (30) days notice.