

**MADISON COUNTY
PLANNING & ZONING BOARD
BYLAWS**

I. APPOINTMENT. The Planning & Zoning Board, pursuant to enabling ordinance (89-30) as adopted by Madison County, shall consist of seven (7) members. The Madison County Board of County Commissioners shall appoint one (1) member from each county commission district and two (2) at large. The term of office for members of the Planning & Zoning Board shall be for three (3) years. The Madison County Board of County Commissioners shall appoint two (2) alternative members that may be invited to sit on the Planning & Zoning Board. The two alternate members will be appointed at large, and their term of office shall be for one (1) year. The Planning & Zoning Board Chairman will name the alternate member to sit on the board in case of several alternate members being in attendance.

Section 1. The Planning & Zoning Board shall elect from its membership, a chairman and a vice chairman on an annual basis to commence from the first regular session in January of any given calendar year.

II. ATTENDANCE. A member may be excused from attendance for illness, business, or vacation. To be excused a member must make a telephone call or send an e-mail to the County Land Planner, twenty-four (24) hours prior to scheduled meeting.

Section 1. Any member may be given a Leave of Absence for illness, business or vacation, for a period not to exceed two (2) months. Such request must be in writing, and addressed to the County Land Planner.

Section 2. Any member absent, without excused absence, for three (3) consecutive meetings, will automatically be dropped from the board. The Board of County Commissioners will be notified and asked to appoint a new member.

Section 3. Any member absent fifty (50%) percent of the time in any given six (6) months will automatically be dropped from the Board. The Board of County Commissioners will be notified and asked to appoint a new member.

III. MEETINGS. The Planning & Zoning Board meetings shall be conducted pursuant to "Roberts Rules of Order".

Section 1. Regular Planning & Zoning Board meetings shall be fixed as the second Thursday of each month with each session to commence at 5:30 P.M. Regular scheduled meeting dates will be posted on annual basis at the courthouse and courthouse annex location to be set by the Planning & Zoning Board.

Section 2. A special meeting may be called if there is a lack of quorum at the regular scheduled meeting to attend to agendaed items.