

**RULES OF PROCEDURE OF THE
WOODVILLE PLANNING AND PRESERVATION COMMISSION
WOODVILLE PRESERVATION COMMISSION**

P. O. Box 605
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(601) 888-3338

Article I - Name

SECTION 1 - NAME

Unless and until otherwise authorized and designated by ordinance, this Commission shall function both as the **Woodville Planning and Preservation Commission** and also as the **Woodville Preservation Commission**. As the Woodville Planning and Preservation Commission it shall implement and administer the Woodville Preservation and Development Code, adopted by ordinance on August 6, 2013. As the Woodville Preservation Commission it shall implement and administer the Woodville Preservation Commission Ordinance, also adopted on August 6, 2013. These two Commissions are hereinafter referred to jointly as "the Commission."

Article II - Officers

SECTION 1 - ELECTIONS

Annually, at the regular meeting of the Commission held in January, beginning in 2015, the Commission shall elect a Chairman, a Vice-Chairman for Zoning and a Vice-Chairman for Historic Preservation.

SECTION 2 - CHAIRMAN

The Chairman shall preside at meetings of the Commission and at public hearings and meetings called by the Commission. The Chairman shall call special meetings of the Commission as required and shall transmit reports, plans, recommendations, and other documents from the Commission to the appropriate authorities or bodies. The Chairman shall act as spokesperson for the Commission. Except as may be necessary to cast a deciding vote, the Chairman shall not vote on matters that come before the Commission.

SECTION 3 - VICE-CHAIRMEN

The Vice-Chairmen shall perform such duties and functions as may from time to time be required by the Commission.

SECTION 4 - SECRETARY

The Secretary shall perform such duties and functions as may from time to time be required by the Commission, including recording, maintaining and distributing the minutes of each meeting, and sending notices and agendas to members in a timely fashion. Notices may be sent via email. Minutes shall be certified by the Secretary, filed with the Town Clerk and available for review by the public.

SECTION 5 - ADDITIONAL DUTIES

The Chairman and Vice-Chairman shall perform such other duties and functions as may from time to time be required by the Commission.

SECTION 6 - REPLACING OFFICERS

In the event of the death, resignation, or removal of the Chairman or a Vice-Chairman, the Commission shall elect one of its members to complete the unexpired term. A three-fifths majority of the total membership of the Commission may, at any regular meeting, remove the Chairman or Vice-Chairman from office, provided that a new election to fill the remaining term of office is immediately held.

SECTION 7 - TERM OF OFFICE

The Chairman may not serve more than two consecutive one-year terms.

SECTION 8 - NOMINATING COMMITTEE

A nominating committee shall be established during the January Annual Meeting to make recommendations for appointments to the Commission and Commission officers.

Article III - Meetings

SECTION 1 - REGULAR MEETING

The regular meeting of the Commission shall be held on the second Tuesday of each month, except in December, in a place and at a time designated by the Commission. In the event that the second Tuesday of the month shall fall on a legal holiday, the regular meeting of the month shall be held on the third Tuesday of the month.

SECTION 2 - SPECIAL MEETINGS

Special meetings of the Commission may be called by the Chairman or by at least two members upon request to the Secretary. Whether called by the Chairman or by two or more members, the Secretary shall send to all members, at least two days in advance of a special meeting, a written notice fixing the date, time and place of the meeting, but written notice of a special meeting is not required if the date, time, and place of the special meeting have been fixed in a regular meeting or if all the members are present at the special meetings.

SECTION 3 - QUORUM

In order to conduct a commission meeting, a quorum of the members must be present. A majority of the members of the commission shall constitute a quorum. No action of the Commission shall be official unless there is a quorum present and unless that action is authorized by a majority of the members in attendance at a regular or properly called special meeting.

SECTION 4 - TEMPORARY CHAIRMAN

In the event of a quorum for a meeting and the absence of both the Chairman and Vice-Chairman, any member may call the meeting to order for the purpose of electing a temporary chairman by a simple majority of those present.

SECTION 5 - PROCEDURES FOR CONDUCTING MEETINGS

Acting as the Woodville Planning and Preservation Commission, the Commission shall first consider as its business all matters related to the Woodville Planning and Development Code (zoning); and thereafter, all matters relating to the Woodville Preservation Commission Ordinance (historic preservation). If an individual matter involves both zoning and preservation aspects, those aspects of that matter shall be considered simultaneously.

Roberts Rules of Order, current addition, shall be the parliamentary authority of the Commission meetings.

SECTION 6 – PUBLIC MEETINGS, AGENDAS

All Commission meetings shall be open to the public. The Chairman shall prepare an Agenda for each meeting; and at least forty-eight (48) hours in advance of each meeting the Chairman shall provide the Members with a copy of that Agenda, and shall cause same to be posted in Town Hall.

Article IV – Advising Mayor and Aldermen of Members' Absence

SECTION 1 - ADVISING MAYOR AND BOARD OF ALDERMEN OF MEMBERS' ABSENCE

The Chairman shall advise Mayor and Board of Aldermen if a Commission member fails to attend three (3) consecutive regularly scheduled meetings or any five (5) regular meetings in a calendar year.

Article V - Severability

SECTION 1 - SEVERABILITY

The invalidation of any article or any section of any article shall not invalidate any other portion of these Bylaws.

Article VI - Amendments to the Rules of Procedure

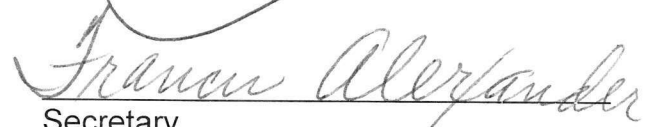
SECTION 1 - AMENDMENTS

These Rules of Procedure may be amended at any regular meeting by a two-thirds vote provided that the amendments have been submitted in writing at the previous meeting.

Approved by:


Chairman

November 11, 2014


Secretary

November 11, 2014