

Board of Architectural Review Rules of Procedure

Article I Organization

Section 1. Rules. These rules of procedure are adopted pursuant to S.C. Code § 6-29-870 for the Town of Summerville Board of Architectural Review which consists of seven members appointed by Council.

Section 2. Term of Office. The term of office is as stated in Town Code.

Section 3. Officers. The officers of the Board shall be a chairman and vice-chairman elected for one year terms at the first meeting of the Board in each calendar year.
A member of the staff shall serve as secretary of the Board.

Section 4. Chairman. The chairman shall be a voting member of the Board and shall:

- Call meetings of the Board;
- Preside at meetings and hearings;
- Act as spokesperson for the Board;
- Sign documents for the Commission;
- Perform other duties approved by the Board.

Section 5. Vice-Chairman. The vice-chairman shall exercise the duties of the chairman in the absence, disability, or disqualification of the chairman. In the absence of the chairman and vice-chairman, an acting chairman shall be elected by the members present.

Section 6. Secretary. The secretary shall:

- Provide notice of meetings;
- Assist the chairman in preparation of agenda;
- Keep minutes of meetings and hearings;
- Maintain Board records as public records;
- Attend to Board correspondence in accordance with policies of the Town of Summerville and its Town Council; and
- Perform other duties as applicable.

Section 7. Training. All appointed members shall participate in required training per SC Code § 6-29-1310 in order to maintain membership on the Board for the appointed term.

Article II Meetings

Section 1. Time and Place. An annual schedule of regular meetings shall be adopted, published and posted at the planning office in December of each year. Special meetings may be called by the chairman upon 24 hours notice, posted, and delivered to all members and local news media. Meetings shall be held at the place stated in the notices, and shall be open to the public.

Section 2. Agenda. A written agenda shall be furnished by the secretary to each member of the Board and as required by State and Town statute including being posted at least 24 hours prior to each regular meeting, and at least 24 hours prior to a special meeting. Items may be added to the agenda per State statute.

Section 3. Quorum. A simple majority of the members of the Board shall constitute a quorum. A quorum shall be present before any business is conducted other than rescheduling the meeting.

Section 4. Rules of Order. Robert's Rules of Order Newly Revised, latest edition, shall govern the conduct of meetings except as otherwise provided by these Rules of Procedure.

Section 5. Voting. A member must be present to vote. Each member shall vote on every question unless disqualified by law. Disqualification shall also include recusal from the discussion of an item. The question of disqualification and / or recusal shall be decided by the member affected, who shall announce the reason for disqualification and / or recusal, give it to the chairman in writing, have it placed in the minutes, and refrain from deliberating or voting on the question.

Section 6. Conduct. Except for public hearings, no person shall speak at a Board meeting unless invited to do so by the Board.

**Article III
Records**

Section 1. Minutes. The secretary shall record all meetings and hearings of the Board on tape which shall be preserved until final action is taken on all matters presented. The secretary shall prepare minutes of each meeting for approval by the Board at the next regular meeting. Minutes shall be maintained as public records.

Section 2. Reports. The secretary shall assist in the preparation and forwarding of all reports and recommendations of the Board in appropriate form. Copies of all notices, correspondence in accordance with policies of the Town of Summerville of its Town Council, reports and forms shall be maintained as public records.

Section 3. Attendance. The minutes shall show the members in attendance at each meeting. The Commission may recommend to the governing body the removal for cause of any member who is absent from three consecutive meetings without adequate reason.

**Article VI
Adoption and Amendment**

Section 1. Amendment. These rules may be amended at any regular meeting Of the Board by a majority vote of the members of the Board at least seven days after the written amendment is delivered to all members.

Section 2. Adoption. These rules were adopted by a vote of a majority of the members of the Board at a regular public meeting on April 3, 2018.

Attest



Secretary



Chairman or Vice Chairman