

**Town of Smithfield
Board of Zoning Appeals**

BYLAWS

I. OFFICERS

1. The officers of the Town of Smithfield Board of Zoning Appeals shall be a Chairman, a Vice-Chairman and a Secretary; all officers shall be elected by the Board of Zoning Appeals pursuant to usual parliamentary procedures. All officers shall serve one (1) year terms. Election of officers shall take place on the first meeting every year.
2. The Chairman shall preside at all meetings and rule on all procedural questions.
3. The Vice-Chairman shall act as Chairman in the absence or inability of the Chairman to act.
4. The Secretary, who need not be a member of the Board, shall keep a written record of all business transacted by the Board, in the form of minutes.
5. Members shall be recommended for appointment by Town Council. The Isle of Wight Circuit Court shall appoint the members. Members serve five (5) year terms. Vacancies shall be filled for the unexpired term only. All vacancies shall be filled within sixty (60) days.

II. MEETINGS

1. Regular meetings of the Board shall be held on the third Tuesday of each month at 7:30 PM in the Town of Smithfield Town Council Chambers. In the event no cases or business are before the Board, the Board shall not hold a regular meeting. When a meeting date falls on a legal holiday, the new meeting day and time shall be determined by a majority of the Board.
2. The Zoning Administrator of the Town of Smithfield or his designee is hereby expressly delegated authority to call regular meetings of the Board of Zoning Appeals and properly advertise public hearings upon receipt by him of written applications for variances or written notices of appeals, as provided for in the Zoning Ordinance of the Town of Smithfield.
3. Special meetings of the Board of Zoning Appeals shall be called at the request of the Chairman with the concurrence of two other Board members. Public notice will be given prior to any special meetings.

4. Written notice of all meetings shall be given to each member at least five (5) days prior to such meetings and shall include the agenda and documents supporting each application.
5. A majority of the membership of the Board shall constitute a quorum; the number of votes necessary to transact business shall be a majority of the entire Board. All voting shall be recorded.
6. An organizational meeting shall be held each year on the date of the Board's July regular meeting. In addition to deciding whatever cases or business may be before the Board at that time, the Board will have the opportunity to hold its officer elections (if it has not occurred already in the preceding months), welcome new members, and address other organizational matters.

III. AMENDMENTS

1. The bylaws may be amended by a two-thirds vote of the entire membership of the Board.
2. The Board may temporarily suspend any of the bylaws by a unanimous vote of members present.

(Bylaws of 2020-07-21)

Faye R. Seeley
Faye Seeley, Chair

7-22-2020
Date