

**RESOLUTION 2022-01**  
**OF THE**  
**ST CHARLES PARISH ZONING**  
**BOARD OF ADJUSTMENT**

**FOR**  
**RULES FOR REGULAR MEETINGS OF THE ST CHARLES PARISH ZONING**  
**BOARD OF ADJUSTMENT**

**WHEREAS**, LA R.S. 33:4727 A. (5) requires that a board shall adopt rules in accordance with the provisions of any ordinance adopted pursuant to R.S. 33:4721 through 33:4729

**WHEREAS**, a majority of the Zoning Board of Adjustment is in agreement with *RULES FOR REGULAR MEETINGS OF THE ST CHARLES PARISH ZONING BOARD OF ADJUSTMENT, updated January 20, 2022.*

**IT IS RESOLVED THAT THE ST. CHARLES PARISH** hereby provides this resolution in support of *RULES FOR REGULAR MEETINGS OF THE ST. CHARLES PARISH ZONING BOARD OF ADJUSTMENT, Updated January 20, 2022.*

The foregoing resolution having been submitted to a vote; the vote thereon was as follows:

And the resolution was declared adopted this 17<sup>th</sup> day of February, 2022, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

# RULES FOR REGULAR MEETINGS OF THE ST CHARLES PARISH ZONING BOARD OF ADJUSTMENT

## A. MEETING INFORMATION

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1. The Board will hold regular monthly meetings in the Council Chamber of the Parish Courthouse on the third Thursday of each month.
2. A meeting may be scheduled for the fourth Thursday if a holiday or special event would affect attendance on the third Thursday.
3. The Chairperson may request a special meeting subject to Section 2-52 of the St. Charles Parish Code of Ordinances and public notice requirements.
4. Meetings will be scheduled to start at 6:00 P.M. and should adjourn no later than 10:00 P.M.
5. The Board may extend any meeting beyond 10:00 P.M. by a 2/3 vote.
6. Any pending business shall be resumed at the start of the next regular meeting.
7. Board meetings will be open to the public.
8. Board meetings will be televised whenever possible.

## B. PRESIDING OFFICERS

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1. At the first regular meeting of each year, the Board shall elect from among its members a Chairperson and Vice-Chairperson.
2. No member shall serve more than two (2) consecutive terms as Chairperson.
3. The Chairperson shall preside over all meetings of the Board.
4. The Vice-Chairperson of the Board shall preside in the absence of the Chairperson.
5. If both the Chairperson and Vice-Chairperson are absent, the Board shall elect an Acting Chairperson.
6. The Acting Chairperson shall preside until the Chairperson or Vice-Chairperson returns.
7. The Chairperson or the Vice-Chairperson may desire to vacate the chair.
8. Any member may be called to the seat by the vacating Chairperson or Vice Chairperson.
9. The appointment of a member called to chair shall not continue beyond adjournment of that meeting.
10. The Chairperson or Vice-Chairperson of the Board shall vote on all questions on which the vote is taken by Yeas and Nays.
11. The Chairperson shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal.
12. When two or more members request the floor at the same time, the presiding officer shall name the member who is to speak first.
13. The Chairperson may, with no objection from the Board, may declare a recess of up to ten (10) minutes at any time.

## C. GENERAL BOARD RULES

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1. The Board shall follow Robert's Rules of Order unless in conflict with the St. Charles Parish Code of Ordinances, Appendix A, Section XIII.
2. Board rules take precedence when inconsistencies occur.
3. A simple majority of the Board shall constitute a quorum, and a quorum must be present to proceed with Board business.
4. When a motion is seconded, it should be stated by the presiding officer.
5. No item on the agenda shall be postponed for more than two (2) consecutive meetings.
6. The order of business should follow the printed meeting agenda.
7. These rules may be repealed or amended by concurrence of a majority of all Board Members and Council resolution.
8. These rules will be reviewed at least once every four years.

## D. VOTING

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1. In order to pass a motion, a majority of members present must vote in the affirmative, unless stated otherwise in these rules.
2. When the Chair has called for the taking of a vote, all debate on the question shall be deemed concluded.
3. While the presiding officer is putting the question, no member shall leave his seat until the roll call is completed.
4. Every member present when a question is stated from the Chair shall vote unless a conflict of interest is stated on the record.
5. No attempt to influence a Board Member's vote shall be made either in writing or verbally by any fellow Board or other elected person prior to scheduled meetings.
6. Votes at final passage of all matters shall be taken by yeas and nays.

7. Proxy voting by a Board Member will not be allowed.
8. The result of all votes shall be announced by the Chair.
9. No vote shall be changed after the Chair has announced the vote unless a Board Member asks to reconsider a vote in accordance with RONR.

#### **E. OFFICIAL MINUTES**

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1. The Official Minutes shall record all transactions of the Board.
2. The Official Minutes shall not be considered a verbatim transcript of Board Meetings.
3. The names of the Board Members voting for or against each proposed motion shall be entered into the Official Minutes.
4. In all cases where a motion is entered in the Official Minutes, the name of the member moving the same shall be entered also.

#### **F. RULES FOR THE PUBLIC**

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1. Board meetings shall be open to the public.
2. No person shall be denied the right to address the Board during a public hearing.
3. Representatives of an agenda item may address the Board to provide testimony regarding their case, answer questions arising from the public hearing, and answer questions from the Board.
4. Anyone addressing the Board shall confine his or her comments to the particular agenda item up for discussion.
5. If there is disturbance or disorderly conduct, the presiding officer may clear the Council Chamber.

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