

# FORSYTH COUNTY

## BOARD OF COMMISSIONERS

MEETING DATE: SEPTEMBER 22, 2014 AGENDA ITEM NUMBER: 4

### SUBJECT:

**ORDINANCE AMENDING SECTION 25-5 OF THE FORSYTH COUNTY CODE TO REVISE THE WAY A QUORUM IS DETERMINED DURING COMMUNITY APPEARANCE COMMISSION MEETINGS (CITY-COUNTY PLANNING BOARD)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:** Recommend Approval

### SUMMARY OF INFORMATION:

During the past year, the Community Appearance Commission (CAC) has had several periods of time when there were multiple vacant positions. This has made it difficult to obtain a quorum for meetings and as a result review of a publicly funded project was delayed for two months.

Planning staff and the CAC are requesting this change to the Forsyth County Code, Section 25-5, to ensure quorums are realistically achievable in the event the Commission has multiple vacancies. The City Attorney's office assisted with the drafting of City and County Code changes that would take into account only the filled Commission seats in determining a quorum.

ATTACHMENTS:-  YES  NO

SIGNATURE: J. Audrey Watts, Jr./adh DATE: September 17, 2014  
County Manager

**ORDINANCE AMENDING SECTION 25-5, SUBSECTION (3) OF THE  
FORSYTH COUNTY CODE ENTITLED, "MEETINGS", "VOTING",  
CHANGING THE WAY A QUORUM IS DETERMINED DURING  
COMMUNITY APPEARANCE COMMISSION MEETINGS**

BE IT ORDAINED, by the Board of Commissioners of Forsyth County, North Carolina as follows:

Section 1. Sec. 25-5 of the County Code is amended to read as follows:

- (1) *Occurrence.* The commission shall hold at least eleven (11) meetings per year. All meetings and hearings of the commission shall be open to the public and reasonable notice of the time and place thereof shall be given to the public. Meetings shall be called by the chairman or upon request to him by seven (7) members of the commission.
- (2) *Records.* The commission shall maintain a record of member attendance, actions taken, findings, and recommendations, which record shall be open to the public.
- (3) *Voting.* A quorum to do business shall consist of at least eight (8) members a majority of the total filled seats of the commission. Official action by the commission shall require a majority vote of those present. The chairman shall be entitled to vote.
- (4) *Operating procedures.* The commission is authorized to adopt bylaws, rules, regulations, and operating procedures necessary to conduct the affairs of the commission and not inconsistent with the provisions of the Codes of Forsyth County and the City of Winston-Salem.

Section 2. This Ordinance shall be effective upon adoption.

Adopted this 22<sup>nd</sup> day of September 2014.