

presently developing and constantly changing, in conducting such hearings the town commission and administrative boards will abide by rules and procedures adopted by the town commission and set forth in full in appendix C of this Code. Appendix C shall be amended as provided therein by resolution.

(Ord. No. 357, § 1, 4-18-95; Ord. No. 399, § 1, 11-20-01)

Secs. 66-17—66-40. Reserved.

ARTICLE II. BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 1. GENERALLY

Sec. 66-41. Purpose.

The boards and agencies described in this article are created to administer the provisions of this land development code under the authority prescribed by this Code, the town Charter and state law.

(Ord. No. 300, § III(13.00.00), 11-7-90; Ord. No. 399, § 1, 11-20-01)

Sec. 66-42. Citizen boards.

All citizen boards created to administer this land development code shall be governed by the following provisions:

- (1) Membership; organization; funding.
 - a. Each board shall have no more than seven members appointed by the town commission.
 - b. Each member shall reside in the town.
 - c. When a position becomes vacant before the end of the term, the town commission shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
 - d. Members may be removed without notice and without assignment of cause by a majority vote of the town commission.
 - e. The members of each board shall annually elect a chair and vice-chair from among the members and may create and fill other offices as the board deems needed.
 - f. Each board shall create whatever subcommittees it deems needed to carry out the purposes of the board.
 - g. The chair of the board shall annually appoint the membership of each subcommittee from the members of the board.

- h. The manager shall appoint a town employee to serve as secretary to the board, recorder and custodian of all board records.
 - i. Members shall not be compensated, but may be paid for travel and other expenses incurred on board business under procedures prescribed in advance by the town commission.
 - j. The town commission shall appropriate funds to permit each board to perform its prescribed functions.
 - k. If any member fails to attend three successive meetings, the board shall notify the town commission.
- (2) Rules of procedure; meetings.
- a. Each board shall adopt rules of procedure to carry out its purposes. All rules must conform to this land development code, other town ordinances and state law.
 - b. Each board shall meet at least once each calendar month, unless cancelled by the board or its chair, and more often at the call of the chair or the town commission.
 - c. Each board shall keep minutes of its proceedings, indicating the attendance of each member and the decision on every question.
 - d. Four members shall constitute a quorum.
 - e. Each decision of a board must be approved by a majority vote of the members present at a meeting in which a quorum is in attendance and voting.

(Ord. No. 300, § III(13.01.00), 11-7-90; Ord. No. 363, § 1, 3-19-96; Ord. No. 399, § 1, 11-20-01)

Secs. 66-43—66-60. Reserved.

DIVISION 2. BUILDING BOARD OF ADJUSTMENT AND APPEALS

Sec. 66-61. Established; membership.

There is hereby established the building board of adjustment and appeals, also referred to in this article as the building board, which shall consist of five members. The membership of the board shall be composed of one architect, one general contractor or engineer, and three members at large from the building industry. The members shall be appointed by the town commission.

(Code 1980, § 6-52; Ord. No. 399, § 1, 11-20-01)

Sec. 66-62. Term of office; removal of members.

- (a) The members of the initial building board shall be appointed as follows:
 - (1) Two members of the initial board shall be appointed for a term of one year; and
 - (2) Three members shall be appointed for a term of two years.