

## BY-LAWS

### BOARD OF ZONING APPEALS

#### LEXINGTON COUNTY, SOUTH CAROLINA

##### Article I - Board of Zoning Appeals

Section 1. Name of Board. The official name of the Board shall be the "Board of Zoning Appeals of Lexington County, South Carolina."

##### Article II - Authority

Section 1. Establishment. The Board was established by enactment of the Zoning Ordinance of Lexington County, South Carolina, on February 13, 1980 by the Lexington County Council. The Ordinance became effective on February 14, 1980.

Section 2. Authority. Pursuant to authority conferred by Title 6, Chapter 29, 1976 Code of Laws of South Carolina, as amended, the Board shall comply with all duties, procedures and requirements of the Zoning Ordinance of Lexington County, South Carolina.

##### Article III - Officers

Section 1. Officers. Annually, at a meeting of the Board held in the month of January, the Board shall elect a Chairman and a Vice Chairman. The Chairman and Vice Chairman shall be elected to a maximum of two successive terms. The Board shall appoint as Secretary the current Zoning Administrator for Lexington County.

Section 2. Chairman. The Chairman shall preside at all meetings of the Board and at other meetings and public hearings called by the Board. He shall call special meetings of the Board when required and shall transmit reports, plans and recommendations of the Board to the appropriate governing authority and, in general, shall act as spokesman for the Board.

Section 3. Vice Chairman. The Vice-Chairman shall serve as Chairman in the absence or disability of the Chairman. In the event of the death or resignation of the Chairman, the Vice Chairman shall perform the latter's duties until such time as the Board shall elect a new Chairman.

Section 4. Secretary. The Secretary shall assist the Chairman in the preparation of agenda for Board meetings, shall prepare and send out notices for regular and special meetings, shall prepare and distribute minutes of Board meetings, shall establish and maintain the Board's files.

Section 5. Additional Duties. The Chairman, Vice-Chairman and Secretary shall perform such other duties and functions as may from time to time be required by the Board or its By-Laws.

Article IV - Meetings

Section 1. Regular Meetings. The regular meetings of the Board shall be held on the third Tuesday of each month at 6:00 p.m. in the Lexington County Administration Building.

Section 2. Special Meetings. Special meetings may be called by the Chairman, provided that reasonable advance notice is given each member.

Section 3. Quorum. A quorum shall consist of five (5) members.

Section 4. Order of Business. The order of business at all regular meetings shall be as follows:  
a) roll call  
b) approval of the Minutes of previous meetings  
c) new business  
d) unfinished business  
e) adjournment

Section 5. Meetings and Records Open. All meetings of the Board at which official action is taken shall be open to the public and all records of the Board shall be a public record. The record shall show the vote of each member upon each motion, or, if absent or failing to vote, indicate such fact. In the event the Chairman does not receive a motion for or against a request concerning any issue before the Board, then he/she may call for a vote.

Article V - Amendments to By-Laws

Section 1. Amendments to By-Laws. Changes may be made to the By-Laws of this Board by the affirmative vote of five (5) members of the Board.

*These Are From*

*11/15/2011*

*(Date Adopted)*

*Current Signatures*

*From 9/17/2019*

  
\_\_\_\_\_  
(Chairman)

  
\_\_\_\_\_  
(Vice Chairman)