

**ZONING BOARD OF ADJUSTMENT
RULES OF PROCEDURE**

Rule 1 Meetings, regular and special

The Board shall hold one regular meeting each month on the first Monday of each month. Regular meetings will be held at Santa Fe City Hall at 7:00 PM. No regular meeting will be held if there is no business to conduct beyond approval of Board minutes. Special meetings may be called to hold workshops, public hearings or other special circumstances requiring a change from the regular meeting date and time.

Rule 2. Board Quorum and Voting

No meeting may be held without a quorum of four (4) members of the Board. A simple majority of the members present is required to approve any action of the Board. In the event of a tie vote, a motion will not be approved.

Rule 3. Chairperson and Call to Order

The Board shall elect a Chairperson and an associate Chairperson annually with eligibility for reelection. Should the Chair and associate Chairperson be absent, the Board may select any member to preside over the meeting. At the hour of the meeting, the Chairperson shall call the meeting to order and the Secretary will record roll of the attending members.

Rule 4. Conduct of Board Members

Each Member shall present themselves in a professional manner in both dress and decorum.