I. General Rules: The Agricultural Advisory Board shall be governed by the terms of Chapter 106 - Article 61, Preservation of Farmland, of the General Statutes of North Carolina and by the terms set forth in the Cabarrus County Voluntary Agricultural District Ordinance.

II. Officers and Duties:
   a. Chairman: A chairman shall be elected by majority vote of the full membership of the Agricultural Advisory Board each year at its first meeting of the calendar year. His/her term of office shall be one year, or until his successor is elected, and he/she shall be eligible for election at the end of that year. The chairman shall decide upon all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The chairman shall appoint any committees found necessary to investigate any matters before the board.
   b. Vice Chairman: A vice chairman shall be elected by the Board from among its regular members in the same manner and for the same term as the chairman. He/she shall serve as acting chairman in the absence of the chairman, and at such times he/she shall have the same powers as the chairman.
   c. Clerk: The clerk to the Cabarrus County Agricultural Advisory Board shall be a staff member of Cabarrus County Cooperative Extension. The clerk shall keep all records, shall compose all correspondence of the Board, shall arrange for all public notices required to be given, shall notify members of pending meetings and their agenda, and shall generally supervise the clerical work of the Board. The clerk shall keep in a permanent volume the minutes of every meeting of the Board. These shall show the record of all important facts pertaining to each meeting, every request acted upon by the Board, and all votes of members of the Board. The clerk shall not be eligible to vote upon any matter.
   d. Technical Advisor: The Director of Cabarrus County Cooperative Extension shall serve as the technical advisor for the Board along with any staff that she may designate. This individual shall be present at all meetings and shall furnish information pertinent to the issues being discussed by the Board. The technical advisor shall also participate in studies, reviews, and examinations of farmland preservation techniques and assist in the advisement of the Board of Commissioners on projects, programs, or issues affecting the agricultural economy or activities within the County that will affect agricultural districts.

III. Rules of Conduct for Members:
   a. Members of the Board may be removed for cause, including violation of the rules stated below.
b. Faithful attendance at all meetings of the Board and conscientious performance of the duties required of members of the Board shall be considered a prerequisite of continuing membership of the Board. Members shall be required to attend at least 75% of the meetings. No Board member shall take part in the hearing, consideration or determination of any case in which he/she is personally or financially interested. When a member has a financial interest, they shall make note of that interest and request that they be excused from consideration of that agenda item. The Board shall vote on that request.

c. No Board member shall vote on any matter deciding an application unless he/she shall have attended the public meeting on that application. When a member has not attended the public meeting for an application they shall make note of that fact before the vote on the item and the Chairman shall excuse them from the vote.

IV. Meetings:

a. Regular Meetings: Regular meetings of the Board shall be held four times a year on the second Tuesday of February, May, August and November. The meetings shall begin at 10 a.m. unless notice is provided otherwise.

b. Special Meetings: The chairman may call special meetings of the Board at any time. At least forty-eight hours written notice of the time and place of special meetings shall be given, by the clerk or by the chairman, to each member of the Board.

c. Cancellation of Meetings: Whenever there are no new applications for consideration, or revocations of the Farmland Preservation Agreement, or whenever so many regular and alternate members notify the secretary of inability to attend and a quorum will not be available, the chairman may dispense with a regular meeting by giving written or oral notice to all members not less than 24 hours prior to the time to set for the meeting.

d. Quorum: A quorum shall constitute four members of the Board able to vote on a particular agenda item.

e. Voting: All regular members shall vote on each issue made in the form of a motion, unless they have disqualified themselves for one or more of the reasons listed in Section III and been excused from that vote. All abstaining from voting, and not previously excused from that vote, will be counted in favor of the motion. All silent votes will be counted in favor of the motion. The vote of a majority of the members present and voting shall decide issues before the Board.

V. Powers and Duties:

a. Review and approve applications for qualified farmland and voluntary agricultural districts or Enhanced Voluntary Agricultural Districts and make recommendations concerning the establishment and modification of agricultural districts;

b. Hold public hearings pursuant to Article X of the Voluntary Agricultural District Ordinance to consider any action by a governmental unit to condemn and interest in qualifying farmland within a District;
c. Advise the Board of Commissioners on projects, programs, or issues affecting the agricultural economy or activities within the county that will affect agricultural districts;
d. Review and make recommendations concerning proposed amendments to this ordinance;
e. Develop a draft county wide farmland protection plan as defined in N.C.G.S. 106-744 (e)(1) for presentation to the Board of Commissioners; this plan should be updated at a minimum every two (2) years.
f. Submit to the Commissioner of Agriculture at least once a year, a written report including the status, progress, and activities of the County’s farmland preservation program per N.C.G.S. 106-743;
g. Study additional methods of farmland preservation and make recommendations to the Board of Commissioners; and
h. Perform other agriculture related tasks or duties assigned by the Board of Commissioners.

VI. Amendments: These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than five members of the Board, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

approved 2/28/06

These rules are hereby read, approved, and adopted by the Cabarrus County Agricultural Advisory Board on the _______ day of ______________, 2006 the following members voting:

AYE:

__________________________                         __________________________
Chairman

__________________________

__________________________                         __________________________
Clerk