

BYLAWS
COUNTY OF ROANOKE, VIRGINIA
BOARD OF ZONING APPEALS

ARTICLE I – AUTHORIZATION

- A. The official title of the Board of Zoning Appeals shall be the “County of Roanoke Board of Zoning Appeals” and shall hereinafter be referred to as the “BZA.”
- B. The BZA is established pursuant to Section 15.2-2308 of the Code of Virginia, 1950, as amended.

ARTICLE II – PURPOSE

- A. The purpose of the BZA is to exercise the powers and duties of a Board of Zoning Appeals as specifically authorized by the Roanoke County Zoning Ordinance and by Section 15.2-2309 of the Code of Virginia, 1950, as amended.

ARTICLE III – MEMBERSHIP

- A. The BZA shall be comprised of five members who shall be appointed by the Board of Supervisors of Roanoke County. Each member of the BZA shall be a resident of the County.
- B. There shall be one BZA member from each of the five magisterial districts of the County.
- C. Terms of BZA members shall be for five years, except that original appointments shall be made for such terms so that the term of one member shall expire each year.
- D. The term of a BZA member shall expire on June 30th. New or renewed terms shall begin on July 1st. Any member whose term expires shall continue to serve until his or her successor is appointed.
- E. Any vacancy in membership in the BZA shall be filled by appointment of the Board of Supervisors and shall be for the unexpired portion of the term.
- F. Members of the BZA may be reappointed to succeed themselves. Members shall hold no public office in Roanoke County except that one member of the BZA may be a member of the Roanoke County Planning Commission.
- G. Any member of the BZA may be removed from the Board for malfeasance, misfeasance, nonfeasance in office or for any other just cause. Any such removal shall be by an action of

the majority of the Board of Supervisors. No such action shall be taken without a hearing being held, and fifteen days notice given.

- H. The Secretary of the BZA shall notify the Clerk of the Roanoke County Board of Supervisors at least sixty days prior to the expiration of any term of office.

ARTICLE IV – OFFICERS

- A. Officers of the BZA shall consist of a Chairperson, Vice Chairperson, Secretary, Alternate Secretary and alternate secretaries.
- B. The Secretary of the BZA shall be the Roanoke County Zoning Administrator or his or her designee. The Zoning Administrator may make a recommendation to the BZA for the secretary and alternate secretary positions.
- C. Terms of all officers shall be for one year.
- D. The BZA shall, at the start of its first meeting each year elect its officers.
- E. Any nominee receiving three or more votes shall be declared elected.

ARTICLE V – DUTIES OF OFFICERS

- A. The Chairperson shall:
 - 1. Preside at all meetings.
 - 2. Appoint all committees deemed advisable with the aid of the BZA.
 - 3. Rule on all procedural questions, using as a guide “Robert’s Rules of Order.”
 - 4. Certify the BZA’s review of documents, minutes, plans, maps, etc. brought before the BZA for official action or recommendation.
 - 5. Have the authority to call special meetings, as deemed necessary.
 - 6. Carry out other duties as assigned by the BZA.
- B. The Vice Chairperson shall act in the absence, resignations, or inability of the Chairperson with full powers of the Chairperson. If the position of Chairperson becomes vacant, the Vice Chairperson shall assume his/her duties, and a new Vice Chairperson shall be elected at the next regular meeting of the BZA.
- C. The Secretary or his or her designee shall:
 - 1. Record attendance at all meetings.
 - 2. Record the minutes of all meetings.
 - 3. Certify the minutes as true and correct copies after approval by the BZA. All minutes shall be in a format suitable to the BZA.
 - 4. Notify the members of all meetings.
 - 5. Maintain a file of all official BZA records and reports.
 - 6. Certify as received, all maps, records, recommendations and reports of the BZA.

- F. All actions of the BZA shall be effective immediately following the completion of a roll call vote.
- G. Any motion which fails shall not constitute the approval of the inverse motion. If a motion fails, a member of the prevailing side shall introduce a new motion for the BZA's consideration.

ARTICLE VIII – COMPENSATION

- A. The compensation of the BZA shall be established by the Board of Supervisors.

ARTICLE IX – PARLIAMENTARY PROCEDURES

- A. Unless otherwise specified in these Bylaws or in Sections 15.2-2308 through 15.2-2314 of the Code of Virginia, 1950 as amended, parliamentary procedures shall be governed by "Robert's Rules of Order."
- B. On matters of reconsideration, the following shall apply:
When any motion, resolution or ordinance has been once acted upon by the Board, it cannot be considered again at the same meeting except by a motion to reconsider. Any action of the Board, including final action on applications for variances, appeals of decisions of the Zoning Administrator and interpretations of official zoning map boundaries, shall be subject to a motion to reconsider. When a motion to reconsider has been acted upon, it (the motion to reconsider) cannot be repeated on the same question unless the question was amended when previously considered. A motion to reconsider any action taken by the Board may be made only at the meeting such action was taken or at the next regular meeting. Such motion must be made by one member of the prevailing side, and may be made at any time and have precedence over all motions or while a member has the floor; it shall be debatable. All motions to reconsider shall be decided by a majority vote of the members present; provided a quorum is present.

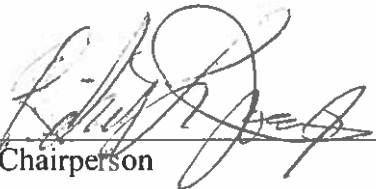
Upon passage of a motion to reconsider, the subject matter shall be placed on the agenda of the next regular Board meeting for any action the Board deems advisable. Upon passage of a motion to reconsider, the subject matter shall be scheduled for a public hearing after publication of legal notice at a subsequent meeting of the Board.

ARTICLE X – REMOTE PARTICIPATION/VIRTUAL MEETING POLICY

Individual members of the BZA may participate in meetings of the BZA by electronic communication as permitted by Section 2.2-3708.3 the Code of Virginia, 1950 as amended and in accordance with the Roanoke County BZA's Remote Participation/Virtual Meeting Policy (copy attached and incorporated by reference to these Bylaws).

ARTICLE XI AMENDMENTS

These Bylaws may be amended by a majority vote of the BZA after thirty days prior notice.


Chairperson

15 OCT 2025
Date