



Town of Hilton Head Island

Construction Board of Adjustments and Appeals Meeting

Tuesday, December 2, 2025, 5:00 PM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of January 29, 2025.
- 4. Unfinished Business**
- 5. New Business**
 - a. Consideration and Review of the Amendments to the Rules of Procedure
 - b. Nominations and Election of Officers
 - c. Review and Approval of the Proposed 2026 Meeting Dates
- 6. Public Comment - Non Agenda Items**
- 7. Board Business**
- 8. Adjournment**

FOIA Compliance: Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:
“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town.”



**Town of Hilton Head Island
CONSTRUCTION BOARD OF ADJUSTMENTS
AND APPEALS MEETING
Wednesday, January 29, 2025, 5:00 PM
Minutes**

1. Call to Order

This meeting was called to order at 5:02 pm.

2. Adoption of the Agenda

Mr. Owen made a motion to adopt the agenda. Mr. Ellis seconded and the motion passed unanimously.

3. Approval of the Minutes

a. Regular Meeting Minutes of May 28, 2024

Mr. Ellis made a motion to approve the meeting minutes of May 28, 2024. Mr. Pine seconded and the motion passed unanimously.

4. Unfinished Business

5. New Business

a. Nominations and Election of Officers

Mr. Owen nominated Chair Nix to continue as Chair for the remainder of the 2024/2025 term. Mr. Pine seconded the motion. The motion passed unanimously.

Mr. Ellis nominated Vice Chair Gordon to continue as Vice Chair for the remainder of the 2024/2025 term. Mr. Zinn seconded the motion. The motion passed unanimously.

b. Appointment of the Board Secretary

Mr. Ellis made a motion to appoint Brandy Scholl as the Board Secretary until the end of the 2024/2025 term. Mr. Pine seconded the motion. The motion passed unanimously.

c. Approval of the 2025 Meeting Dates

Mr. Pine made a motion to approve the 2025 meeting schedule. Vice Chair Gordon seconded, and the motion passed unanimously.

6. Public Comment - Non Agenda Items

7. Adjournment

The meeting adjourned at 5:07 pm.

The recording of this Meeting can be found on the Town's website at www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND

Construction Board of Adjustments and Appeals

TO: Construction Board of Adjustments and Appeals
FROM: Shari Mendrick
CC: Tony Pierce
DATE: November 19, 2025
SUBJECT: Construction Board of Adjustments and Appeals Rules of Procedure

RECOMMENDATION: Staff recommends that the Construction Board of Adjustments and Appeals (CBAA) review the proposed changes to the Rules of Procedure. The attached version of the Rules of Procedure is presented for your review and action will be requested at a subsequent meeting.

BACKGROUND: Article VIII of the Rules provides that amendments to the Rules of Procedure must first be presented to the Board at a Regular or Special meeting preceding the Meeting at which a vote is held on the amendment.

SUMMARY: Changes made to the Rules of Procedure include:

1. Modification of the Variance from Floodplain Regulations required findings for consistency with Municipal Code 15-9-412.
2. Modification of the roles of the Board Coordinator / Building Official and Board Secretary,
3. Changes to the proposed meeting schedule, and
4. Other minor changes for consistency within the document.

Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

ATTACHMENTS: CBAA Rules of Procedure - DRAFT

Construction Board of Adjustments and Appeals
Rules of Procedure
Town of Hilton Head Island

Article I
General

The Board of Construction Adjustments and Appeals exists in order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the Building Codes; to hear requests for variances from the floodplain regulations; or to hear issues involving certain public nuisance violations.

Article II
Authority

Section 1. Authority.

The authority of the Construction Board of Adjustments and Appeals is established by Sec. 15-1-112 of the Municipal Code of the Town of Hilton Head Island, and hereinafter shall be referred to as the "Board."

Section 2. Limitations on Authority in an Appeal from Decision of the Building Official.

Pursuant to Section 15-1-112.2, an application for appeal shall be based on a claim that the true intent of the adopted building code, or the rules legally adopted pursuant to the code, has been incorrectly interpreted, the provisions of the code do not fully apply, or an equally good or better form of construction is proposed. The Board does not have authority to waive the requirements of the code.

Section 3. Limitations on Authority in a Variance from Floodplain Regulations.

Pursuant to Title 15 Chapter 9 Article 4 of the Municipal Code, the Board may review an application for a variances from ~~the~~ Floodplain Regulations (herein, "Variance"). A variance may be granted permitting the erection of structures with a lowest floor elevation, ~~including basement,~~ lower than regulatory flood elevation if the criteria in 15-9-411 and 15-9-412 are met.

All variances shall pertain to the particular parcel of land and apply only to the proposed structure set forth in the application for the variance ~~and application~~. Unless otherwise provided in the permit granted by the Board, the variance will be valid for one (1) year after date of issuance.

Section 4. Considerations for a Variance Request.

In passing upon such applications, the Board shall consider all technical evaluations, all relevant factors, all standards specified in the International Building Code and Title 15 Chapter 9 of the

Municipal Code (Flood Damage Controls). A Variance may be granted if the Board determines and expresses in writing all of the following findings; and:

1. Good and sufficient cause exists for the granting of the Variance.
2. Failure to grant the Variance would result in exceptional hardship to the applicant.
3. The issuance of the Variance would not result in increased flood heights, additional threats to public safety or extraordinary public expense.
4. The Variance would not have the effect of nullifying the intent and purpose of the chapter.

- ~~1. The danger that materials may be swept onto other lands to the injury of others;~~
- ~~2. The danger to life and property due to flooding or erosion damage, and the safety of access to the property in times of flood for ordinary and emergency vehicles;~~
- ~~3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;~~
- ~~4. The importance of the services provided by the proposed facility to the community;~~
- ~~5. The necessity to the facility of a waterfront location, where applicable;~~
- ~~6. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;~~
- ~~7. The compatibility of the proposed use with existing and anticipated development, and the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;~~
- ~~8. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;~~
- ~~9. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges; and,~~
- ~~10. Agricultural structures must be located in wide, expansive floodplain areas, where no other alternative location for the agricultural structure exists. The applicant must demonstrate that the entire farm acreage, consisting of a contiguous parcel of land on which the structure is to be located, must be in the Special Flood Hazard Area and no other alternative locations for the structure are available.~~

Section 5. Limitations on Authority in a Public Nuisance Violation.

Pursuant to Title 9 Chapter 8 of the Municipal Code, The Board may review certain Public Nuisance Violations. The property owner may appear before the Board at a hearing and show cause why the building/structure should not be demolished or otherwise made safe. The Board shall hear only those specified matters or issues raised by the notice of violation.

Article III **Organization & Duties**

Section 1. Membership.

A. Number and Qualifications. The Board shall consist of nine (9) members and two (2) alternates. Such board shall be composed of:

- one (1) South Carolina registered architect,
- one (1) South Carolina licensed general contractor,
- one (1) South Carolina registered engineer,
- one (1) South Carolina licensed mechanical contractor (heating and air conditioning),
- one (1) South Carolina licensed plumbing contractor,
- one (1) South Carolina registered electrical engineer,
- one (1) South Carolina licensed electrical contractor, and
- two (2) members-at-large from the building industry.
- In addition to the regular members, there shall be two (2) alternate members; one (1) member at-large from the building industry and one (1) member at-large from the electrical industry.

None of the members shall hold an elected public office or position with the Town of Hilton Head Island or Beaufort County, South Carolina.

B. Length of Terms. Board members are appointed for four (4) year terms. No member may serve more than two (2) successive terms, except for extraordinary circumstances where Town Council believes it to be in the best interest of the community to have a continuation, for a specified period, of a particular member of the board. Vacancies shall be filled by the Town Council by appointments for the balance of any unexpired terms.

C. Attendance/Absences. Board members are expected to attend all Board meetings to which they are appointed. Each member of the Board who has knowledge of the fact that he will not be able to attend a scheduled meeting of the Board shall notify the designated ~~Administrative Assistant~~ Board Secretary -at the earliest possible opportunity and, in any event, prior to end of business on the day before the meeting. The ~~Administrative Assistant~~ Board Secretary will notify the Chairman of the Board in the event that the projected absence(s) will produce a lack of quorum. The ~~Administrative Assistant~~ Board Secretary will keep records on an annual basis of the number of unexcused absences of members.

D. Removal. If a member has a total of three (3) unexcused absences from the annually scheduled regular meetings, the Board may recommend to the Town Council that the member's appointment be revoked. The Town Council may remove a member for cause, according to Section 2-13-70(b) of the Municipal Code. Cause may include, but shall not be limited to, ~~nonattendance~~ non-attendance at the Board's meetings.

Section 2. Officers.

The Construction Board of Adjustments and Appeals at its regular meeting in July of each year shall elect a Chairman and Vice Chairman. Neither of these two positions shall be filled by a member beginning his or her first year of service as a Board member.

A. Chairman. A Chairman shall be elected by a majority of the members of the Board present. His term shall be for one year, and his succession in office as Chairman shall be limited to no more than three (3) years after which time he cannot be re-elected as Chairman until after a one (1) year period. The Chairman shall:

1. In consultation with the ~~Administrative Assistant~~ Board Secretary and the Building Official, create agendas for all meetings;
2. Preside at all meetings and hearings of the Board;
3. Act as spokesperson for the Board;
4. Sign documents for the Board;
5. Designate a member or personally act as liaison with other governmental agencies and Town Commissions and Boards;
6. Prepare a ~~semi~~-annual report of Board's activities;
7. Transmit reports and recommendations to Town Council;
8. Work with the ~~Administrative Assistant~~ Board Secretary and the Building Official to ensure all business is conducted in accordance with these Rules of Procedure and Municipal Code; and
9. Perform such other duties as approved by the Board or required by the Municipal Code.

B. Vice Chairman. A Vice Chairman shall be elected by the Board from among its members in the same manner and for the same term as the Chairman. He shall serve as acting Chairman in the absence of the Chairman, and at such times he shall have the same powers and duties as the Chairman. The Vice Chairman shall succeed the Chairman if he vacates his office before his term is completed to serve the unexpired term of the vacated office of the Chairman. A new Vice Chairman shall be elected at the next regular meeting.

B.C. Board Coordinator / Building Official. The Director of Planning shall appoint a member of Staff to assist the coordination of the Board. The Board Coordinator or Building Official shall be responsible for:

1. Communicating directly to the Board Chairman and Vice-Chairman and ensuring all Board members are well-versed in their duties.
2. Facilitating the onboarding of any new Board member.
2. Discussing agenda items and any other item that needs attention for the efficient running of the meetings with the Chairman at least one week prior to the meeting date.
3. Writing and facilitating all public notices and/or legal notices for the Board, as needed.
4. Running meetings, which include presenting when applicable, as well as being available as a subject matter expert.
5. Review and edit meeting minutes written by the Board Secretary.

C.D. ~~Administrative Assistant~~ Board Secretary. The Town Manager may appoint a staff Administrative Assistant to the Board and this Administrative Assistant shall be responsible for:

1. Publishing and posting notices of all meetings of the Board;
2. Assisting the Board Coordinator / Building Official ~~Chairman~~ in preparation of meeting agendas;

3. Distributing the agenda, prior minutes and other relevant materials to each member in advance of each meeting;
4. Recording the proceedings of Board's meetings and preparing written minutes of meetings for approval by the Board at its next meeting, as well as recording in the minutes the attendance of members at each meeting;
5. Maintaining the Board's notices, correspondence, reports and forms as public records for a period of time consistent with the records retention schedule of the Town of Hilton Head Island; and
6. Assisting in the preparation and forwarding of all reports and recommendations of the Board.

D.E. Duties of the Board.

Duties of the Board are to:

1. Hear appeals properly brought before the Board based upon the criteria outlined in Article II, Section 2 of these Rules of Procedure and the Municipal Code.
2. Determine whether to approve a variance request based on the criteria outlined in Article II, Sections 3 and 4 of these Rules of Procedure and the Municipal Code.
3. Hear issues related to any Show Cause Hearing as a result of a structure being determined to be a public nuisance and determine whether a structure should be demolished or otherwise made safe.

Article IV
Meetings and Quorum

Section 1. Regular and Special Meetings.

~~A. **Meeting Schedule.** An annual schedule of regular meetings of the Board shall be adopted, published and posted at the Town Government Center in December of each year.~~

~~B.A. **Regular Meetings.** Regular meetings of the Board shall be scheduled at least once a month based on an adopted meeting schedule. ~~normally be held on the fourth Tuesday of each month.~~~~

~~C.B. **Special Meetings.** Special meetings of the Board may be called at any time by the Chairman. A minimum of twenty-four (24) hours notice of the time and place of special meetings shall be given by the Chairman to each member of the Board, the media, and any interested parties. Proper publication of the notice of the Special Meeting must be made in order to comply with state FOIA laws.~~

~~D.C. **Cancellation of Meetings.** Whenever there is no business for the Board, the ~~Administrative Assistant~~ Board Secretary, after consultation with the Chairman and the Building Official, will cancel the meeting by giving notice to all members, the media, and any interested parties, not~~

less than twenty-four (24) hours prior to the time set for the meeting. Proper publication of the notice of cancellation of the Meeting must be made in order to comply with state FOIA laws.

E.D. Quorum. A quorum shall consist whenever a minimum of five (5) members of the Board are present for a meeting. If a quorum is initially established at a meeting and then a member leaves, the quorum is no longer present. In such an event, transaction of substantive business will not continue for lack of a quorum and the item will be postponed to the next meeting.

Article V **Meeting Administration**

Section 1. Agenda.

A written agenda shall be furnished by the ~~Administrative Assistant~~ Board Secretary to each member of the Board, to the media and any interested parties, and then properly published and posted. Any agenda item which requires a hearing shall be properly noted on the agenda and publicly announced at the scheduled meeting. Generally, the agenda should contain:

1. Call to Order;
- ~~2. Freedom of Information Act Compliance;~~
- ~~3. Use of Cellular Telephone Prohibited;~~
- ~~4.~~2. Adoption of Agenda;
- ~~5.~~3. Approval of Minutes;
- ~~6. Appearance by Citizens for Items Not on Agenda;~~
- ~~7.~~4. Unfinished Business;
- ~~5.~~ 5. New Business;
- ~~8.~~6. Public Comment - Non agenda items
- ~~9.~~7. Adjournment.

Section 2. Deadline for Agenda. The deadline for filing or submission of an item for placement on the agenda for any appeal, variance, or 'show cause' shall be fourteen (14) days prior to the scheduled meeting of the Board, unless otherwise authorized and approved by the Board.

Section 3. Minutes.

A. Meetings. Minutes of each Board meeting shall be recorded by the ~~Administrative Assistant~~ Board Secretary and approved at the next meeting after their preparation.

B. Minimum Contents of Minutes.

1. Type of meeting (regular or special).
2. Name of the organization.
3. Date and location of the meeting.
4. Presence of the members and ~~Administrative Assistant~~ Board Secretary.
5. Presence of a quorum.
6. Names of all town staff present.
7. Time the meeting was called to order.

8. Whether the minutes of the previous meeting were approved.
9. All motions and actions taken.
10. Name of the maker of the motion.
11. Record the vote or abstention of each member upon each motion.
12. Record reason for a member voting against the motion, if the member requests.
13. The adjournment and the time of adjournment.
14. Attached reports from appeal, variance application, or show cause hearing.
15. Motions must be recorded in the minutes verbatim.

Article VI Meeting Organization

Section 1. Regular Meetings/Hearings.

- A. A Hearing must be held ~~for the granting of a variance from floodplain regulations~~, for an appeal of an administrative decision regarding the Building Codes, for an Application for a Variance from Floodplain Regulations or for showing cause when a structure has been declared to be a public nuisance. The following procedures shall be applicable in the presentation of an Appeal from a decision of the Building Official, a Variance from the Floodplain regulations, or to hear issues involving structures declared a public nuisance.
- ~~A.~~B. Conflicts of Interest. Any member of the Board who shall feel they have a conflict of interest on any matter that is on the Board agenda shall excuse themselves, sign a Conflict-of-Interest form, and refrain from discussing and voting on said item as a Board member.

Section 2. Presentation of the Town Staff and Applicant/Respondent.

1. The Chairperson *declares the Hearing open* after reading the item on the agenda;
2. Staff shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Staff believes support the position of Staff with respect to the Appeal, ~~or Variance,~~ or public nuisance. During the presentation by Staff, members of the Board may ask such questions as they deem appropriate. At the discretion of the Chairman, Staff's time may be extended if the Staff is unable to complete the presentation due to questioning from the Board.
3. The Applicant/Respondent shall have a maximum of twenty (20) minutes to present the facts and applicable legal principles that the Applicant/Respondent believes supports the Appeal, Variance, or his cause. During the presentation by the Applicant/Respondent, members of the Board may ask such questions as they deem appropriate. At the discretion of the Chairman, the Applicant/Respondent's time may be extended if the Applicant is unable to complete the presentation due to questioning from the Board.
4. The Staff shall have a maximum of five (5) minutes to present any desired rebuttal.
5. Following the presentation, the Board may ask such additional questions of the Applicant or Staff as the members deem appropriate.
6. Public comment is not normally permitted in a case involving an appeal from a Building Official decision, a variance, or show cause hearing.
- ~~7. In the case of a Variance, the Board shall approve, approve with conditions or modifications, or~~

~~deny the Application for Variance from floodplain regulations.~~

7. In the case of an Appeal, the Board shall find that the true intent of this code or the rules legally adopted has been incorrectly interpreted; the provisions of this code do not fully apply; an equally good or better form of construction is proposed; or that the Board upholds the decision of the Building Official.
8. In the case of an Application for a Variance from Floodplain Regulations, the Board shall approve, approve with conditions or modifications, or deny the Application.
9. In the case involving structures declared a public nuisance, the Board may find that the structure is not safe and shall be demolished or otherwise made safe, or may find that the structure is not unsafe and no action must be taken.
10. Motion and discussion by the Board. Motions should not normally be made until the Board has heard all testimony and received all evidence related to the issue and had sufficient discussion and deliberation on the matter. The Motion shall contain, at a minimum, a finding of those facts which the member making the Motion deems material to the decision.
11. Vote by the Board.

Section 3. Vote on the Appeal, Variance, or Show Cause Hearing.

Vote. Following the presentation by all parties and discussion and deliberation of the matter as set forth above, the Board, upon a Motion duly made and seconded, shall vote on the Appeal, Variance, or show cause request. The concurring vote of five (5) members of the Board shall be necessary to reverse any action, order, requirement, decision or determination of the building official. If the required number of votes is not obtained, the action, order, requirement, decision or determination of the Building Official shall stand. For votes on Variance from Floodplain Regulations applications, show cause hearings or any other matter, the affirmative votes of the majority present shall be required.

Section 4. Findings of the Decision.

Finding of those facts which the Board deems material to the decision in their deliberation and decision shall be recorded in writing, and become part of the public record.

Section 5. Executive Session.

If a member determines after reviewing the applicable cases that they would benefit from the advice of legal counsel in Executive Session they shall contact the Chairman prior to the meeting. Executive Session is a meeting at which the proceedings are confidential.

Permitted reasons should include:

1. Personnel reasons
2. Contracts
3. Legal advice relating to pending, threatened or potential claim
4. Discussion regarding development of security personnel
5. Investigative proceedings regarding allegations of criminal misconduct

6. Economic development (specific criteria in FOIA)
7. Legal advice relating to procedural, conflict of interest, or general issues unrelated to a specific matter before the Board.

Entering and Adjourning an Executive Session:

1. A motion to close the current meeting and go into executive session is made and passed by a majority vote;
2. Chairman must announce the specific purpose of the executive session;
3. No formal action may be taken in executive session except to:
 - a. Adjourn
 - b. Return to public session

The Board can request attendance by non-members as they deem appropriate.

Article VII

Conducting the Meeting

The Chairperson:

1. Is responsible for maintaining order.
2. Should begin the meeting promptly at the scheduled hour if a quorum is present.
3. Should have a well prepared agenda and follow it.
4. Should be familiar with these Rules of Procedure.
5. Keeps the Board working together by explaining procedure clearly and communicating the next order of business. If a motion is confusing, it is his duty to clarify it. This may mean helping a member rephrase a motion or requiring that a long motion be submitted in writing.
6. “Assigns” the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. Private discussion between Board members while another has the floor is out of order and disruptive members should be reminded of this rule.
7. Should impartially call on members of the public wishing to speak. He should give such members on both sides of an issue an opportunity to speak.
8. Should remain calm and objective, keeping the meeting moving. A sense of humor and a smile can often save the day!
9. Should always restate the motion before taking a vote. If a motion is confusing, it is the Chairperson’s duty to clarify it – rephrasing it or putting a long motion in writing. (Complex motions may be brought to the meeting pre-written.) The motion is said to be pending once it has been stated by the Chairperson. It must be disposed of in some manner before other business can be considered.
10. States, “Since there is no second, the motion is not before this meeting,” if a motion fails to get a second.
11. Opens debate by saying “Is there any discussion?” The Chairperson *must* open all debatable questions to debate.
12. May take part in the discussion and vote on the issue. The Chairperson should not dominate

- the discussion, but seek to involve everyone's comments in an equal and impartial manner.
13. May make a motion by passing the gavel to the Vice-Chairperson or designee who will then preside over the issue.
 14. Recognizes members who wish to speak by stating their names.
 15. Puts the question to vote. The vote is taken in the following way:
 - a. The Chairperson restates the motion – keeping the members clear about the purpose of the vote.
 - b. “All in favor of the motion please say aye.....those opposed say no.”
 16. Announces the result of the vote by interpreting the action taken.
 17. Should not allow irrelevant discussion. Restate the question and, if necessary directly request the member to “confine his remarks to the pending question.”
 18. Should use the gavel sparingly, tapping it once to open and close the meeting.
 19. Can assist a member in making a motion.
 20. Should not make the motion unless it is a small board.
 21. Can adjourn the meeting without a motion by stating “If there is no further business and there is no objection, the meeting will be adjourned. There being no objection, the meeting is adjourned.”

Article VIII **Amendments to Rules of Procedure**

These rules may be amended at any time by an affirmative vote of not less than seven (7) members of the Board, provided that such amendment shall have first been presented to the entire membership in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Attachment for Reference

TYPES OF MOTIONS

Note: Items in blue are the most commonly used types of motions.

Main Motions	A main motion is defined as a proposal that certain action is taken or an opinion be expressed by the group. The words to use are: "I Move."
Secondary Motions	A secondary motion is one which can be made <i>while</i> the main motion is on the floor and <i>before</i> it has been decided. Secondary motions are divided into three classes which relate to their use in parliamentary procedure. Those classes are: <ul style="list-style-type: none"> ○ Subsidiary motions ○ Privileged motions ○ Incidental motions
Subsidiary Motions	Subsidiary motions relate directly to the motion on the floor. They may change the words, send it to a committee, delay it, etc. They are designed to expedite business by disposing of the pending motion other than by adopting or rejecting it. <i>Subsidiary motions are the class of motions most frequently used in meetings.</i> These motions have rank (order of precedence of motions) among themselves. A motion of higher rank can be made while a motion of lower rank is on the floor. The lower rank motion "yields" to the higher rank motion. (Motion to postpone has higher rank than the motion to commit and takes precedence. If motion to postpone is adopted, the main motion and the motion to commit are postponed until the next meeting.)
Privileged Motions	Privileged motions are motions of an emergency nature, such as to recess or adjourn. They do not relate to the motion on the floor but to the welfare of the group. They are of high rank and must be handled before any other business that may be pending.
Incidental Motion	Incidental motions are procedural. They deal with process, such as enforcing proper procedure, correcting errors, verifying votes, etc. When introduced, they must be decided before business can resume.
Amending a Motion	General consent can be used with amendments to motions if the Chairman feels the group will accept the amendment. "If there is no objection, the motion is so amended." <i>Restate the motion.</i>
Motions to Commit	Have precedence over the motion to amend. More than one motion can be on the floor but only one question. All pending motions must relate to the main motion on the floor. No new business may be introduced.
Point of Order	Motion used if a board member feels the Chairman is failing to operate within the rules.

Restorative Motions or Motions that Bring Back a Question

Restorative Motion	Allows a group to change its mind. <ul style="list-style-type: none"> ○ They are a separate category because of their contradiction to the parliamentary rule that once a question has been decided it cannot be brought up again at the same meeting. ○ Within limits, members have the right to rethink a situation if they feel their decision has been made too quickly or without enough information. ○ The two most commonly used restorative motions are: <i>Rescind</i> and <i>Reconsider</i>.
Rescind	Rescind is the motion to use to quash or nullify a previously adopted motion. It may strike out an entire motion, resolution, bylaw, etc. <ul style="list-style-type: none"> ○ Rescind is <i>not in order</i> when any action has already been taken as a result of the vote, such as any kind of contract when the other party has been notified.

	<ul style="list-style-type: none"> ○ It must be seconded. ○ It requires a <i>two-thirds</i> vote unless <i>notice has been given</i> at the previous meeting, either verbally or in writing. If notice has been given, the motion requires only a <i>majority</i> vote.
Reconsider	<p>Reconsider is the motion which allows a group to reconsider the vote on a motion. It enables a majority of the members, within a limited time, to bring back a motion for further consideration after it has been acted upon. Its purpose is to prevent hasty or ill-advised action.</p> <ul style="list-style-type: none"> ○ Reconsider has special rules to prevent its abuse by a disgruntled minority, since it allows a question already decided to be brought up again. ○ Rules limit who can make the motion. It can only be made by someone who voted on the prevailing (winning) side. ○ It has a time limit. It must be made on the same day that the vote to be reconsidered was taken. ○ It requires a second. ○ It may be debated and it opens up the motion to which it is applied to debate. ○ It requires only a majority vote. ○ It may be made and seconded while other business is pending because of its time limit. However, it is not debated and voted on until the business on the floor is completed. ○ All action that might come out of the original motion is stopped at the time that reconsider is made and seconded. This is the main value of the motion, and it should be made as quickly as the situation calling for it is recognized.
Amend a Motion	<p>Change the wording to make it clearer, more complete, or more acceptable before the motion is voted upon. The amendment must be germane to the motion on the floor to be in order. Adoption of the amendment does not adopt the motion. If the group votes “no” on the amendment, the motion is on the floor in its original wording.</p>
Amend an Amendment	<p>First amendment is called the primary and the amendment to the amendment is the secondary amendment. Only two amendments may be pending at any time. First vote on the amendment to the amendment (secondary), then vote on the original amendment (primary), then vote on the main motion. Amendments require a majority vote.</p>
Friendly Amendments	<p>Change in wording to enhance the original motion – can be changed by general consent.</p>
Hostile Amendments	<p>Gives a different meaning to a motion and may defeat the intent of the main motion.</p>
To Commit or Refer a Motion	<p>Sends the question to a small group (committee) to be studied and put into proper form for the group to consider. Motion includes specific directions as to where the question ought to go (what committee). Motion can be applied to any main motion with any amendments that may be pending. It must be seconded, it can be debated, and requires a majority vote.</p>
Postpone	<p>Delays action on a question until later in the same meeting or until the next meeting. <i>A motion cannot be postponed further than the next regular meeting.</i> Can be applied to all main motions, it must be seconded, it can be debated, it can be amended (as to time of the postponement), it requires a majority vote. Motion is called up automatically when the time to which it was postponed arrives (place under Unfinished Business on agenda of next meeting).</p>
Limit Debate	<p>Motion to exercise special control over debate – reducing the number and length of speeches allowed. Used with any motion, must be seconded, is not debatable, can be amended (but only as to the length of speeches or when the vote will be taken), requires 2/3 vote, vote must be taken by show of hands or a rising vote in a large group. (Need a timekeeper and timer if speeches have a time limit.)</p>
Previous Question	<p>The motion used to cut off debate and to bring the group to an immediate vote on the pending motion. (Call the question for an immediate vote). Previous question can be ruled out of order if the motion is debatable and has not received debate. Motion requires 2/3 vote (by show of hands or standing vote). Not debatable.</p>
Postpone Indefinitely	<p>Lowest-ranked subsidiary motion is used to kill a main motion. It avoids a direct vote on the question on the floor. Shouldn't be used.</p>
Lay on the	<p>Highest-ranked subsidiary motion. Cannot be amended or debated. It is out of order when used</p>

Table	to “kill or avoid dealing with a measure”. Was designed as a courtesy motion to allow a group to set aside a question for something more important, such as arrival of a speaker.
Withdraw a Motion	Permission to withdraw a motion allows a member who realizes he has made a hasty or ill-advised motion to withdraw it with the consent of the group. This device saves time in disposing of the motion. The presiding officer usually handles the request by use of general consent.
Dilatory Tactics	A dilatory tactic is the misuse of parliamentary procedure to deliberately delay or prevent action in a meeting. It is the duty of the presiding officer to prevent a dissident minority from misusing legitimate forms of motions to obstruct business. Such motions should be ruled out of order or those members engaged in such game playing should not be recognized.

TYPES OF VOTES

Majority Vote	<ul style="list-style-type: none"> • More than half of the votes cast. • The minority has the right to be heard, but once a decision has been reached by a majority of the members present and voting, the minority must then respect and abide by the decision.
Silence is Consent	Those members who do not vote, agree to go along with the decision of the majority by their silence.
Two-thirds Vote	A two-thirds vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided. A two-thirds vote has at least twice as many votes on the winning side as on the losing side. A show of hands should be taken for <i>all</i> motions requiring a <i>two-thirds vote</i> . If a motion requires a two-thirds vote, the Chairman should inform the group of that.
General Consent	Is an informal agreement of the group, the method in which action is taken without a formal vote or on occasion without a motion. The Chairman initiates the procedure to expedite business. Usually done to approve and correct the minutes. <ul style="list-style-type: none"> • The presiding officer always pauses after asking if there is any objection. If there is <i>any</i> objection, the matter is put to a vote in the usual way. • A member may object because he feels it is important to have a formal vote and dispel any suspicion of railroading.
Tie Vote	Is a <i>lost</i> vote because a majority was not obtained. The <i>Chairman is not compelled to break a tie</i> . While the Chairman has a right to vote as a member, it is recommended he not vote unless the vote is by ballot. He may also vote in cases where the vote would change the result. The Chairman should appear impartial.



Town of Hilton Head Island
Construction Board of Adjustments and Appeals
2026 Meeting Schedule

DRAFT

All meetings will be held in Benjamin M. Racusin Council Chambers at Town Hall, One Town Center Court, unless otherwise posted. Changes to meeting dates, times and/or the location will be posted.

Meeting dates are the fourth Tuesday of each month, unless noted otherwise. Application deadlines are two weeks prior to the meeting dates.

PUBLIC MEETING DATES	MEETING TIMES
January 20, 2026 *	5:00 p.m.
February 17, 2026 *	5:00 p.m.
March 24, 2026	5:00 p.m.
April 21, 2026*	5:00 p.m.
May 26, 2026	5:00 p.m.
June 23, 2026	5:00 p.m.
July 21, 2026 *	5:00 p.m.
August 18, 2026 *	5:00 p.m.
September 22, 2026	5:00 p.m.
October 20, 2026 *	5:00 p.m.
November 24, 2026	5:00 p.m.
December 22, 2026	5:00 p.m.

* Meeting date is not in regular schedule rotation due to holidays or Town Council meetings.