

**NEW LONDON
PLANNING BOARD
RULES OF PROCEDURE
Amended March 22, 2016**

AUTHORITY:

These Rules of Procedure are adopted under the authority of the laws of the State of New Hampshire, RSA 676:1.

NAME:

This body shall be known as the New London Planning Board, and may be referred to as "the Board."

OBJECTIVES:

The Planning Board shall regulate the development of the Town through the preparation of a Master Plan and Zoning Ordinance, through Subdivision Regulations, Site Plan Review Regulations, and any other means in accordance with the laws of the State of New Hampshire, RSA 674.

MEMBERSHIP:

1. Composition:

- a. The Board shall consist of seven members appointed by the Selectmen, one of whom shall be a Selectman.
- b. Members of the Board may also serve on any other town board,
- c. Up to five alternate members may be appointed by the Selectmen and should attend all meetings to familiarize themselves with the workings of the Board to stand ready to serve whenever a regular member of the Board is unable to fulfill his/her responsibilities.
- d. At planning board meetings, alternates who are not activated to fill the seat of an absent or recused member or who have not been appointed by the chair to temporarily fill the unexpired term of a vacancy, may participate with the Board. Alternates may sit at the table with the Board. During a public hearing, alternates may view documents, listen to testimony, and actively participate and interact with other board members, the applicant, abutters and the public. However, they shall not be allowed to make or second motions and shall not participate in any way during the deliberations by the board. During work sessions or portions of meetings that do not include a public hearing, alternates may fully participate, exclusive of any motions or votes that may be made. At all times, the chair shall fully inform the public of the status of any alternate present and identify the members who shall be voting on the application.

2. Term:

- a. The term of office for a Planning Board member shall be three years, except that the term of office of the Selectmen representative shall be decided by the Board of Selectmen in accordance with the laws of the State of New Hampshire.
- b. Each newly elected or appointed (including re-elected or re-appointed) members shall be sworn in and take an oath of office as required by RSA 42:1.

3. Vacancies:

Vacancies shall be filled at the time of their occurrences by appointments by the Board of Selectmen.

4. Duties and Responsibilities:

- a. Planning Board members and alternates are expected to attend Planning Board meetings on a regular basis. Unless there are extenuating circumstances, Planning Board members and alternates are expected to attend at least 75% of all the Planning Board meetings during any twelve month period, and are expected not to miss three consecutive meetings. Without the presence of extenuating circumstances as determined by the Planning Board, failure to meet these attendance standards shall be reason for dismissal from the Planning Board by the Board of Selectmen.
- b. To participate in site visits as scheduled by the Board with notification to all board members.
- c. To vote on all motions except in those cases where the member has a conflict of interest or is disqualified for any cause as found in the laws of the State of New Hampshire, RSA 673:14.
- d. To be familiar with the Zoning Ordinance, Subdivision Regulations, Site Plan Regulations and related regulations of the Town of New London. To be knowledgeable of the New Hampshire Planning and Land Use Regulations and with the enabling legislation of the State of New Hampshire.

OFFICERS:

1. Election, term and vacancies:

- a. The officers of the Board shall be a Chair, a Vice-Chair, and a Secretary, elected by a majority vote at a meeting of the Board occurring in the month of April following new Planning Board appointments. An ex-officio member shall not serve as Chair as specified in RSA 673.9.
- b. The term of office for each officer shall be one year or until a successor is elected by the Planning Board.
- c. Any vacancy shall be filled by a majority vote of the Board at the time of its occurrence.

2. Duties and responsibilities:

- a. The Chair shall preside over all meetings and hearings, appoint committees as directed by the Board, monitor attendance at meetings, affix his or her signature in the name of the Board and set the agenda for each meeting.
- b. The Vice-Chair shall preside in the absence of the Chair and shall have full power of the Chair on matters which come before the Board during the absence of the Chair.
- c. The Secretary shall perform such duties as the Chair or the Board direct, and upon direction of the Chair, shall affix his or her signature in the name of the Board.

MEETINGS:

1. Time and place:

The Board shall hold at least one regular meeting in each month.

2. Notification of meetings:

- a. Notice of all hearings and meetings shall be given to each member at least 48 hours prior to the time of such meeting, and notice of each such meeting shall be posted in accordance with the laws of the State of New Hampshire.
- b. Agenda and basic information necessary for attending to the business at hand shall be distributed to the members at least 48 hours prior to each meeting whenever possible.

3. Quorum:

A majority of the membership of the Board shall constitute a quorum of the conduct of business, including alternates sitting in place of a regular member.

4. Voting procedures:

Decisions shall be made by majority of those members present and voting.

5. Conduct of meetings:

- a. The Chair, with the concurrence of the Board, shall establish procedure and order of business at each meeting and each hearing.
- b. A part of each regular meeting may be devoted to public comment.
- c. In order to provide an adequate hearing of each proponent and members of the public, the Chair may establish ground rules as each hearing is called to order; such rules may include reasonable time limits for initial presentations and subsequent speakers, recognition of both proponents and opponents, and overall time limit to the hearing, provided that all those who do not speak are given an opportunity to submit written comments.

6. Minutes of meetings:

- a. A record of those present and of action taken at all meetings shall be kept. All votes taken shall be recorded, noting those in favor and those opposed to the motion.
- b. Minority opinions shall be recorded at the discretion of the Chair or by majority vote of the Board.

7. Records:

- a. Records of the meetings, transactions and decisions of the Board shall be maintained in the offices of the Town of New London.
- b. Notice of decision will be made available for public inspection at the Town Office within five (5) business days after the decision is made, as required in RSA 676:3. If the application is disapproved, the Board shall provide the application with written reason for this disapproval.

COMMITTEES:

Committees shall be appointed by the Chair as required by the Board; membership of committees need not be limited to members of the Board.

OPERATING FUNDS:

Funds for the conduct of business of the Board shall come from the revenues of the Town of New London.

AMENDMENTS:

These Rules of Procedure may be amended by majority vote at a duly notified meeting of the Board, provided that the proposed amendments are read at one meeting preceding the vote.

VALIDITY:

If any portion of these Rules of Procedure shall be held to be invalid for any reason by any court, such holding shall not invalidate in any manner any other provisions contained herein.

CONFLICTS:

If any portion of these Rules of Procedure shall be found to be in conflict with the laws of the State of New Hampshire, the State statute shall prevail.

AS AMENDED: March 22, 2016

FILED WITH THE TOWN CLERK:

Planning Board Chair:

Copied: Linda Nicklos, Town Clerk
Town Administrator
Board of Selectmen
NH Office of Energy and Planning (OEP)