New 8/8/05

TOWN OF MONMOUTH PLANNING BOARD
RULES & REGULATIONS

I. ESTABLISHMENT

The Planning Board, consisting of 5 members and 2 alternates, is appointed by the the Board of Selectmen in the Town of Monmouth. The Planning Board was created by the Selectmen by the authority given in Title 20 paragraph 4952 - 4961 of the Maine Statues (Chapter 405 of the 1957 Public Laws).

II. MEMBERSHIP

A. Board members shall be appointed by the municipal officers and sworn by the clerk or other authorized to administer oaths.

B. The Board shall consist of (5) members and (2) alternate members whose terms shall not be concurrent.

C. The term of each member shall be 3 years. The term of office of an alternate member shall be 3 years.

D. When there is a permanent vacancy, the municipal officers shall, within 60 days of its occurrence, appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a voting resident of the Town of Monmouth, or when a member fails to attend four (4) consecutive regular meetings, or fails to attend at least 75% of all meetings during the preceding twelve (12) months period. When a vacancy occurs, the chairman of the Planning Board shall immediately so advise the municipal officers in writing. The Planning Board may recommend to the officers that the attendance provision be waived for cause, in which case no vacancy will then exist until the Board of Selectmen disapprove the recommendation. The municipal officers may remove members of the Planning Board by unanimous vote, for cause, after notice and hearing.

E. A municipal officer may not be a member or associate member.

III. ORGANIZATIONS

A. The Planning Board shall elect a Chairman and a Secretary from among its members and create and fill such other offices as it may determine. The term of all offices shall be (1) year (s) with eligibility for reelection. The election shall take place at the first meeting following the Annual Town Meeting.

B. When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the Chairman, the Chairman shall designate an associate member to sit in his stead.

C. An associate member may attend all meetings of the Planning Board and participate in its proceedings, but may vote only when he has been designated by the chairman to sit for a member.

D. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.

E. The Chairman shall call at least one regular meeting of the Planning Board on the second Thursday of each month.

F. No meeting of the Planning Board shall be held without a quorum consisting of (3) members or alternate members authorized to vote.

IV. DUTIES

A. CHAIRMAN

1. The chairman shall preside at all regular, special and executive session (workshops) meetings of the Planning Board and conduct the meetings consistent with Roberts Rules of Order except when Roberts Rules of Order are in conflict with these rules and regulations.

2. The Chairman shall appoint members to Committees of the Planning Board,

3. The Chairman shall be an exofficio member of all Committees.

4. The Chairman shall prepare meeting agendas and issue same in due time before the scheduled meeting.

B. VICE CHAIRMAN

1. The Vice Chairman shall assume the duties of the Chairman when the Chairman is absent.

2. The chairman may delegate his duties to the Vice Chairman when work load or circumstances so dictate that it is in the best interest of the Planning Board.

C. SECRETERY

1. The Secretary shall be responsible for the records of the Planning Board. It shall not be construed that the Secretary must keep the minutes or perform other secretarial duties when a professional "recording" secretary is available to the Planning Board. Nonetheless, the Secretary shall be responsible for drafting letters and the like, in behalf of the Planning Board, when directed to by the Chairman.

2. The Secretary shall maintain the Board library of books, pamphlets, and periodicals.

3. The Secretary shall arrange for all public hearing announcements and advertisements when directed to by the Chairman.

V. MEETINGS

A. The Planning Board meets on the second Thursday of each month at the Town Office at 7:00 p.m. A second meeting each month will be held on the fourth Thursday or earlier as warranted by Board business.

B. Regular meetings of the Planning Board may follow the following suggested sequence of events.

1. Call to order by the Chairman;
2. Roll Call by the recording secretary;
3. Acceptance of minutes of the previous meeting and public hearings;
4. Announcements and correspondence;
5. Left over business from the previous meetings;
6. New business;
7. Opportunity for visitors to speak;
8. Adjournment.

VI. AMENDMENTS TO RULES AND REGULATIONS

Amendments to the Rules and Regulations may be made at any time by the vote of the majority of all members of the Planning Board and become effective immediately upon the Board of selectmen approval.

VII. WHEN EFFECTIVE

These Rules and Regulations become effective upon the vote of the majority of all members of the Planning Board and the Board of Selectmen approval,

VIII. WHEN WAIVED

Any portion of these Rules arid Regulations may be waived on a case basis by 2/3rds vote of members present.