

**TOWN OF WATERFORD  
PLANNING BOARD BYLAWS**

**SECTION 1. Purpose**

The purpose of these bylaws is to set forth procedural guidelines for the Planning Board and to assure that standard procedures are employed.

**SECTION 2. Adoption and Amendment of Bylaws**

The Planning Board may, upon a majority vote of the Board and after a Public Hearing, adopt and/or amend these bylaws. The Planning Board shall give at least seven days notice of any such hearing.

**SECTION 3. Membership**

- A. All regular members present at a meeting are permitted to make motions and to second motions. When a vote is passed, it shall be in order for any members who voted in the majority, or in the negative on a the vote to move a reconsideration thereof at the same or the next regular or special meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.
  
- B. Regular duties of all regular or alternate members when so directed by the Chairman of the Waterford Planning Board (hereafter, Chairman; hereafter, Board) shall consist of but not be limited to the following:
  - 1. Act as a liaison between a regular Administrative Body or Official Committee, Commission, Board, District, Department of Society of the Town of Waterford and the Board.
  - 2. Sit on a standing or temporary Committee.
  - 3. Attend all Executive Session or Workshop meetings unless properly excused by the Chairman.
  - 4. Do his fair share in promoting the activities of the Board as the best way to establish effective dialogue with residents of Waterford and other communities.
  - 5. Attend other meetings as a representative of the Board.
  - 6. Do field work when so indicated by circumstances regarding a project or activity that comes before the Board or a Committee of the Board.

#### **SECTION 4. Officers and Their Duties**

A. The officers of the Planning Board shall consist of the Chairman, Vice-Chairman and Secretary.

##### **B. Chairman**

1. The Chairman shall preside at all regular, special and executive session (workshop) meetings of the 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 Board.
3. The Chairman shall be an ex officio member of all committees.
4. The Chairman shall prepare meeting agendas and issue same in due time before the scheduled meeting.
5. The Chairman shall appoint members as liaisons in accordance with Section 3.B.1. of these bylaws.
6. The Chairman shall determine the order of items on the agenda for any regular meeting of the Board.

##### **C. 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 Board.
3. The Vice Chairman shall be the Chairman of the Budget Committee.

##### **D. Secretary**

1. The Secretary shall be responsible for the records of the 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 Board. Nonetheless, the Secretary shall be responsible for drafting letters and the like, on behalf of the Board, when directed to by the Chairman.
2. The Secretary shall arrange for all public hearing announcements and advertisements.

## **SECTION 5. Election of Officers**

### **A. Election of Officers**

1. Nomination of officers shall be made from among full voting members of the Board at the annual organizational meeting which shall be held on the first regular Planning Board meeting in January, and the election shall follow immediately thereafter.
2. The candidate receiving a majority vote shall serve for one year or until his or her successor shall take office.
3. Vacancies of officers shall be immediately filled by regular election procedures

## **SECTION 6. Meetings**

The Board meets at 7:00 P.M. on the third Wednesday of the month. No meeting shall continue past 10:00 P.M. Regular meetings of the 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. Leftover business from the previous meeting
5. New business
6. Standing committee reports when applicable
7. Special committee reports when applicable
8. Liaison reports when applicable
9. Announcements and correspondence
10. Adjournment

## **SECTION 7. Quorum**

- A. Before the Planning Board may conduct any business, a quorum of the Board must be presented.
  1. A quorum shall be a majority of the overall Board.
- B. To pass on any proposal before the Board, there must be a majority vote.
  1. A majority vote shall be a vote of the majority of the overall Board.

## **SECTION 8. Planning Board Records**

- A. All Planning Board records shall be-maintained in a designated area of the Town Office.
- B. Copies of Planning Board records may be made at the Town Office upon payment of normal copying fees.
- C. No Planning Board records shall leave the Town Office.

## **SECTION 9. Conflict of Interest**

A member of the Planning Board shall abstain from the discussion and voting on an application if the following conditions exist:

- A. Is the applicant;
- B. Is an officer, director, partner, associate, employee or stockholder of a private business or other economic entity and owns directly or indirectly at least 10% of the stock of the private business or corporation or own at least 10% interest in the business or other economic entity;
- C. Is by reason of interest placed in a situation of temptation to serve his own personal and/or pecuniary (financial) interests; and
- D. Any question of whether a member should abstain from discussion and voting on a particular application or matter before the Board shall be by a majority vote of the members except the member who is being challenged.

## **SECTION 10. Resignation, Generally and by Absence**

- A. When members propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman or secretary, or make the date of resignation effective, in such a manner as to allow time for appointment of replacements.
- 13. Failure to attend four consecutive regular meetings, or four of any eight consecutive meetings, without the recorded consent of the chairman, shall be construed as resignation from the Board by absence. This provision shall apply to regular members and to alternates when requested to serve in the place of regular members.

## **SECTION 11. Vacation of Office**

When the member dies or resigns (including resignation by absence), the Secretary shall promptly indicate to the Selectmen that a vacancy exists. When a member becomes incapacitated for office permanently or for what appears likely to be protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office, and fails to resign, the chairman shall cause any necessary investigation to be made and if appropriate shall declare the office vacant, and the secretary shall promptly indicate to the Selectmen that a vacancy exists.