

LOUDON PLANNING BOARD

RULES OF PROCEDURE

Amended/Enacted:

December 3, 2003

## TABLE OF CONTENTS

	PAGE
1. PURPOSE & AUTHORITY	1
2. ORGANIZATION	1
A. Members	1
B. Alternate Members	1
3. REMOVAL OF MEMBERS	1
4. CHAIRMAN AND OFFICERS	1
a. Chairperson	1
b. Vice-Chairperson	2
c. Administrative Assistant	2
5. MEETINGS	2
a. Notification	2
b. Public Hearings	3
c. Decisions	3
d. Minutes	3
e. Records	3
6. PROCEDURE AT MEETINGS	4
a. Order of Business	4
b. Quorum	4
c. Public Hearings	4
7. ADMINISTRATION	5
a. Amendment	5
b. Adoption	5

1. PURPOSE & AUTHORITY

The Loudon Planning Board adopts the following Rules of Procedure in accordance with the provisions of RSA 676:1, to develop and promote consistency in Board actions.

2. ORGANIZATION

A. Members

The Loudon Planning Board consists of seven members, who must be residents of the Town of Loudon and who shall be elected by the legislative body in conformance with RSA 673:2. One of the seven members shall be designated by the Selectmen as an Ex-Officio Member. The term of the members shall be for three years, or, as elected, to complete an unexpired term. Unexpired terms for members shall be filled by appointment by the remaining board until the next regular municipal election in conformance with RSA 673:12.

B. Alternate Members

The Planning Board may appoint up to two Alternate Planning Board Members for terms of three years each in conformance with RSA 673:6. Unexpired terms for alternate members shall be filled by appointment by the Planning Board. Whenever a member of the Board is unable to attend a regular or specially called meeting of the Board or to perform other responsibilities, said member will notify the Chairperson who will select one of the alternates to assume the responsibilities.

3. REMOVAL OF MEMBERS

Once elected or appointed, no Member or Alternate Member may be removed until after a Public Hearing is held pursuant to RSA 673:13.

4. CHAIRMAN AND OFFICERS

A. Chairperson

A Chairperson shall be elected annually by the Board in the month of March by a majority vote of the Board. Said Chairperson shall serve for one year and shall be eligible for re-election. He/she shall preside over all meetings

and hearing, appoint such committees as directed by the Board and shall affix his/her signature in the name of the Board.

B. Vice-Chairman

A Vice-Chairperson shall be elected annually by the Board in the month of March by a majority vote of the Board. Said Vice-Chairperson shall serve for one year and shall be eligible for re-election. Said Vice-Chairperson shall preside in the absence of the Chairperson and shall have the full powers of the Chairperson on matters which come before the Board during the absence of the Chairperson.

C. Administrative Assistant

An administrative assistant shall be hired at the discretion of the Board. He/she shall maintain a record of all meetings, transactions, findings of the Board, and perform such other duties as the Board may direct by resolution.

5. MEETINGS

A. Notification

A notice of the time and place of all regular and special meetings, site inspections and work sessions of the Board or any duly appointed subcommittee of the board shall be posted in two appropriate places or printed in a newspaper of general circulation in Loudon at least twenty-four hours, excluding Sundays and legal holidays, prior to such meetings.

This notice requirement does not apply to an emergency meeting, which is defined as a situation where immediate undelayed action is deemed to be imperative by the Chairman. In such a case, the Chairman shall employ whatever means are available to inform the public that an emergency meeting is to be held.

Only those acts or decisions which take place at a "meeting" as defined above shall be considered to be valid and lawful acts or decisions of the Board.

## B. Public Hearings

The Planning Board shall notify the applicant, abutters, holders of conservation, preservation or agricultural preservation restrictions, and every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board by certified mail of the date upon which the application will be formally submitted to the Planning board and of the public hearing to be concurrently held thereon. Said notice shall be mailed at least ten (10) days prior to the hearing not counting the day of posting/publication or the day of the hearing.

Notice to the general public of the hearing shall be given at least ten (10) days prior to the hearing not counting the day of posting/publication or the day of the hearing by posting in at least two public places or by publication in a newspaper of general circulation in Loudon.

Notices shall include a general description of the proposal which is the subject of the application and shall identify the applicant and the location of the proposal.

## C. Decisions

All decisions issued by the board shall be available for public inspection during regular business hours at the office of the Planning Board within 72 hours after the decision is made.

## D. Minutes

The Board shall keep accurate records of its meetings in accordance with the provisions of RSA 91-A. Minutes shall be available for inspection within 144 hours of a meeting during regular business hours at the office of the Planning Board.

## E. Records

All application files shall be available for public inspection during regular business hours at the office of the Planning Board.

6. PROCEDURE AT MEETINGS

A. Order of Business:

The order of business for regular meetings shall be as follows:

1. Chairperson calls the meeting to order.
2. Chairperson asks for roll call by members.
3. Appointment of Alternates
4. Ask if anyone is present from the Police Department, Fire Department or Conservation Commission.
5. Review and Approval of minutes from previous meetings.
6. Discussions
7. Conceptual Consultations
8. Design Reviews
9. Old Business
10. New Business
11. Board Discussions
12. Reports of Committees and Boards
13. Adjournment

B. Quorum

A quorum for regular business shall consist of four members. If a member disqualifies himself or cannot act in a particular case, he/she shall so notify the Chairperson who shall appoint an alternate who shall have all the powers and duties of a regular member in regard to the case under consideration on which the regular members is unable to act.

C. Public Hearings

The conduct of public hearings shall be governed by the following rules:

1. The applicant or presenter is asked to step forward and introduce themselves for the record.
2. The Chairperson asks if there are any abutters present for the hearing.
3. The applicant is asked to present the project.

4. The chairperson will ask if there are abutters who would like to speak in favor or against this application.
5. Board members may speak at any time during this process.
6. Once all questions from the public have been addressed the Chairperson will close the hearing to the public and open it to the Board only for discussion.
7. A motion may be made at this point from the board members to approve the application, deny the application, or to continue the application.
8. If the application is continued the Chairperson will inform the public of the date, time and place for the next hearing.

## 7. ADMINISTRATION

### A. Amendment

These rules-of-procedure may be amended by a majority vote of the members of the Board during a regular meeting.

### B. Adoption

These Rules shall become effective after a public hearing, adoption and certification by the Board, and filing of certified copies with the Board of Selectmen and Town Clerk.