

PLANNING BOARD RULES
TOWN OF GRAY MAINE

Enacted: September 13, 1990

Revised: May 13, 2010

Revised: March 13, 2014(added section 3.1)

SECTION 1

Meeting of the Gray Planning Board shall be scheduled as follows:

- A. The regular meetings of the Gray Planning Board shall be held at 7:00 P.M on the second Thursday of each calendar month. When said day falls on a holiday, the regular meeting shall be held on the following Thursday, at the same time and place. The date of any regular meeting may be changed at the previous meeting upon the vote of a majority of the Planning Board, provided, however, that said change in date will still provide for one regular meeting in each month.
- B. If the Planning Board considers that the application workload requires the Board to meet more than once a month, the Board may continue the regular meeting on the fourth Thursday at the same time and place. If the meeting is continued, the agenda will be continued from the point at which the meeting adjourned. No new items will be taken up at this continued meeting and no advertising or notifications will be required.
- C. Special meetings may be called by the Chairperson, and in the case of the Chairperson's absence, disability or refusal, may be called by three members of the Planning Board. Notice of such meeting shall be served in person or left at the residence of each member of the Planning Board at least twenty-four hours before the time for holding said special meetings unless all members of the Board sign a waiver of said notice. The call for said special meeting shall set forth the matters to be acted upon at said meeting, and nothing else shall be considered at such special meeting.
- D. Workshop meetings shall be held as needed for the purpose of discussing business which may appear on the agenda for a future regular meeting of the Board.

SECTION 2

The Planning Board at its first regular meeting in January of each year shall elect a Chairperson and a Vice Chairperson to serve for a one-year term of office or until their successors are duly elected. The Vice Chairperson shall act as Chairperson in the absence or incapacity of the Chairperson.

SECTION 3

Three members, whether full members or alternate, shall constitute a quorum. A majority vote at any meeting at which there is a quorum shall be the vote of the Board. All actions of the Board shall be by majority vote.

SECTION 3.1 ATTENDANCE

- A. All members are strongly encouraged to attend all Board functions including workshops, sitewalks, and periodic training and/or legal updates.
- B. Attendance at scheduled regular meetings, typically monthly as established by the annual meeting schedule, is required unless the member has been duly excused by the Chair. A member unable to attend a regular meeting shall notify the Chair as soon as practicable to

explain the reason for the absence. The Chair shall determine if the absence is excused, ensure that the Planner is apprised, and report to the balance of the Board at the meeting.

- C. The Chair shall have the authority to determine if a member's absence at a regular meeting is excused or not excused. There shall not be a limit on the number of excused absences.

SECTION 4

Every member present when a question is put shall give his vote unless the Planning Board, for special reasons, shall excuse him or her. Application to be so excused must be made before the Planning Board is divided or before the calling of the yeas and nays, and decided without debate. In the case an excuse being granted, an alternative will be appointed on the basis of seniority. If, in the opinion of a majority of Planning Board members, there is a conflict of interest with a member, this member may be ordered by a majority vote of the Planning Board to step down and an alternate will be appointed to cast a vote for him or her.

SECTION 5

The yeas and nays shall be taken upon the approval or disapproval of any matter requiring an official vote

SECTION 6

The Chairperson shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, and, a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

SECTION 7

The Chairperson shall preserve decorum and order, may speak to points of order in performances to other members, and shall decide all questions of order subject to an appeal to the Planning Board by motion regularly seconded, and no other business shall be in order until the question on appeal is decided. The Chairperson shall declare all votes, but if any member doubts a vote, the Chairperson shall cause a recount of the members voting in the affirmative and in the negative without debate.

SECTION 8

When a question is under debate, the Chairperson shall receive no motion but to:

- A. Adjourn
- B. Lay on the table
- C. For the previous question
- D. Postpone to a day certain
- E. Refer to a committee or some administrative official
- F. Amend
- G. Postpone indefinitely

Which several motions shall have precedence in the order in which they stand arranged.

SECTION 9

The Chairperson shall consider a motion to adjourn as always in order except on immediate repetition; and that motion, and the motion to lay on the table, or take from the table, shall be decided without debate.

SECTION 10

When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

SECTION 11

When a member is about to speak, he or she shall respectfully address the Chairperson, confine himself or herself to the question under debate, and avoid personalities.

SECTION 12

No member speaking shall be interrupted by another, but by a call to order or to correct a mistake.

SECTION 13

When any member shall be guilty of a breach of any of the rules or orders of the Planning Board, he or she may, on motion, be required to make satisfaction therefore and shall not be allowed to vote, or speak except by way of excuse, until he or she has done so.

SECTION 14

Every motion shall be reduced to writing, if the Chairperson shall so direct.

SECTION 15

Any member may require the division of a question when the sense will admit it. For clarification a question may be divided in wording for separate debate.

SECTION 16

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

SECTION 17

All questions relating to priority of business to be acted upon shall be decided without debate.

SECTION 18

Any person wishing to address the Planning Board will be given an opportunity to do so in accordance with following procedures:

- A. Persons wishing to address the Planning Board on an item which appears on the agenda shall wait until the Chairperson announces the consideration of such item, at which time they may address the Planning Board on that particular item. However, once the Planning Board has begun its deliberation on an item, no person shall be permitted to address the Planning Board

on such item, and any person desiring to further address the Planning Board on such item must wait to do so until all items on the agenda have been completed.

- B. Any persons wishing to address the Planning Board shall signify his or her desire by raising his or her hand and, when recognized by the Chairperson, such person shall thereupon request permission to address the Planning Board, giving his or her name and address, then designating the subject matter on which he or she desires to address the Planning Board.
- C. Persons present at Planning Board meetings are requested not to applaud or otherwise express approval or disapproval of any statements made or actions taken at such meetings.

SECTION 19

Committee appointments shall be done by vote of the Planning Board, or if directed by the Planning Board, by the Chairperson. Committees shall be advisory only.

SECTION 20

Any legal advice the Planning Board needs will be obtained by the Town Manager upon request by the Board.

SECTION 21

Roberts Rules of Order will be the Board's parliamentary authority.

SECTION 22

The rules of the Gray Planning Board can be amended if proposed at a regular meeting and voted at a subsequent regular meeting.

SECTION 23

Items shall appear on the Planning Board agenda in keeping with the following requirements:

- A. For a new application, a completed application including, without limitation, all submittals required by law including the Zoning, Shoreland Zoning, Subdivision and Site Plan Ordinances shall be submitted to the Town Planner no later than twenty-one (21) days prior to the Board meeting.
- B. For a tabled application or an amendment to a previously approved plan, all supporting documentation shall be submitted no later than fourteen (14) days prior to the Board meeting. Peer review comments shall be provided to the Board no less than seventy-two (72) hours before the Board meeting.
- C. In the event the Town Planner determines an application to be incomplete for any reason, he shall consult with the Planning Board Chair before making a final determination that the application is incomplete and so inform the applicant or its representative no later than the Friday noon preceding the Planning Board meeting in question.