

TOWN OF CANTERBURY
PLANNING BOARD

RULES OF PROCEDURE AND BYLAWS

Pursuant to RSA 676:1, the Canterbury Planning Board adopts the following rules of procedure and bylaws, effective November 22, 2011.

Article I. Scope and Purpose. These rules of procedure shall govern the Canterbury Planning Board's organization and its general rules of procedure. The Board's procedures for acting upon subdivision and site plan applications and plats shall be conducted as set forth in the respective regulations adopted by the Board. The procedures set forth in these rules of procedure shall be followed unless the Board determines otherwise by majority vote. If any rule of procedure conflicts with state law, the provision of state law shall govern. The intent of these rules is to establish regular operating procedures, but is not intended to prevent the Board from acting in such matter as it determines appropriate in any given instance. These rules of procedure shall take effect upon their adoption and shall supersede any prior rules of procedure or bylaws.

Article II. Membership and Organization

1. Members. The Canterbury Planning Board shall consist of seven members, six elected for staggered three-year terms and one ex-officio Selectman member annually designated by the Board of Selectmen. The Planning Board may also appoint not more than five alternate members to serve staggered three-year terms, per RSA 673:2.

2. Terms and Qualifications. Selection, qualification, term, removal of members, and filling of vacancies shall conform to RSA 673.

3. Oath. Each newly elected or appointed (including re-elected or re-appointed) member shall be sworn in and take an oath of office as required by RSA 42; N.H. Constitution, pt. II, art. 84.

4. Notification. The Secretary shall forward to the Town Clerk for recording the appointment or election and expiration dates of the terms of each member of the Board

5. Officers. (A) The officers of the Board and their duties shall be as follows:

(1) **Chair:** The Chair shall preside over all meetings and hearings; shall prepare, with the assistance of the Secretary, an annual report; and shall perform other duties customary to the office.

(2) Vice Chair: The Vice-Chair shall preside in the absence of the Chair; or as requested by the Chair, and shall have the full powers of the Chair on matters that come before the Board in the absence of the Chair.

(B) The officers of the Board shall be elected annually during the month of April by a majority vote of the Board. If requested by a majority of those present, voting shall be written ballot. In the absence of any officers, the Board may designate interim officers to act in their place.

(C) The Board may appoint such other officers or create such committees at such times and for such terms as it deems appropriate.

Article III. Staff.

1. **Secretary.** The Board shall appoint a Secretary and may appoint such other staff or assistants as it deems appropriate within the limits of its annual appropriation.

2. **Duties.** The Secretary shall:

(A) Keep full and accurate records of each meeting, including the names of Board members, persons appearing before the Board, and a description of the subject matter;

(B) Notify applicants, abutters and the public of hearings and meetings as required by law or as designated by the Board;

(C) Prepare notices of decision for review and approval by the Board or its designee;

(D) Handle routine correspondence for the Board and prepare correspondence for officers as designated;

(E) Assure that all Planning Board records are open to public inspection in accordance with RSA 91-A.

3. **Clerk/administrative tasks.** The Board may appoint an individual to review applications for compliance with application requirements under the subdivision and site plan review regulations and to perform such other administrative tasks as may be designated by the Board, including final review of all plans for administrative compliance. The Board may designate the secretary to act in this capacity.

4. **Board's Office Hours.** The Board may request that the Selectmen's office assist the Board in providing information and records to the public.

Article IV. Meeting and Conduct of Business.

1. Regular Meetings. The Board shall meet regularly on the second and fourth Tuesday of each month at the Meeting House commencing at 7:00 p.m. or such other time as the Board may designate. The Board may decide to meet more or less frequently as it determines, but shall hold at least one regular meeting each month. The Board shall usually conduct work sessions at its second regular monthly meeting and shall usually receive and accept applications, hold public hearings, and take action on applications at the first regular meeting of each month.

2. Special Meetings. Special meetings may be called by the Chair or in the Chair's absence, by the Vice-Chair, or at the request of three members of the Board. Public notice and notice to each member shall be given at least 24 hours in advance of the time of such meeting, except in an emergency when such notice as is practicable shall be provided. The notice shall specify the purpose of the meeting.

3. Non-public Sessions. Non-public sessions shall be held only in accordance with RSA 91-A:3.

4. Quorum. A majority of the membership of the Board shall constitute a quorum. The number of members present to determine if a quorum is present shall include any alternates present and designated to act in the place of any absent member.

5. Designation of Alternates. When a regular member is absent or disqualified from acting or otherwise does not act on a matter pending before the Board, the Chair may designate an alternate to act in the regular member's place in accordance with RSA 673:11. The alternate designated to serve shall have all the powers and duties of a regular member in regards to the matter for which the alternate is designated to act. The alternate shall continue to act in place of the regular member unless otherwise determined by the Board. Recused members and alternates not designated as acting in a member's place shall sit back from the table. Only the alternate designed for the Board of Selectmen's Representative shall serve in that member's place.

6. Conflicts; Disqualification. (A) Any member who finds it necessary to be disqualified from sitting on a particular case, as provided in RSA 783:14, shall notify the Chair as soon as possible so that an alternate may be designated. This disqualification shall be announced by either the Chair or the member before the discussion of the public hearing on the application begins. The member disqualified shall leave the Board table during all deliberations and the public hearing on the matter.