

BY LAWS

1. Appointments

- A. Board members shall be appointed by the Municipal Officers and sworn in by the Town Clerk or other person(s) authorized to administer oaths.
- B. The Board shall consist of five (5) members and two (2) alternate members.
- C. The term of each member shall be five (5) years. The term of office for an alternate shall be five (5) years. Except the initial appointments which shall be for (1), (2), (3), (4) and (5) years respectively.
- D. When there is a permanent vacancy, the Municipal Officers shall, within sixty (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, 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. When a vacancy occurs, the chairman of the Board shall immediately so advise the Municipal Officers in writing. The Board may recommend to the Municipal Officers that the attendance provision be waived for cause, in which case no vacancy will then exist until the Municipal Officers 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 alternate member of the Planning Board.

2. Organization and Rules

- A. The Board shall elect a chairperson, vice-chairperson, and a secretary from among its members. The Board may designate someone other than a Board Member to act in the capacity of secretary at any given meeting. The term of all Officers shall be one (1) year with eligibility for re-election.
- 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 alternate member to set on his or her position.
- C. An alternate member may attend all meetings of the Board and participate in its proceedings, but may vote only when he or she has been designated by the chairman to sit in 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 (1) regular meeting of the Planning Board each month. When there is a heavy work load, such as in the summer months, the chairman may call extra meetings to conduct the Boards business. Special meetings shall be called by the chairman when needed and a notice of seven (7) days shall be posted to inform the public.
- F. The Board shall adopt rules for the transaction of business and the secretary or designee shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times. Copies of Planning Board business etc. may be obtained from the secretary during reasonable times for a fee of \$.25 per copy. *Title 1 MRSA section 401 (Right to know law).*

3. Rules of Procedure

- A. Meetings shall be conducted in an orderly and timely way to avoid unnecessary delays in processing applications for review.

The format for Board meetings shall be:

- Time: 1. Open meeting. Call meeting to order
- Time: 2. Accept or reject the minutes of the last meeting.
- Time: 3. Old business.
- Time: 4. New applications.
- Time: 5. Adjourn meeting.

- B. All applications to the Island Falls Planning Board must be submitted ten (10) days prior to the regular meeting so they can be placed on the agenda. Applications submitted within the ten (10) day period prior to a regular meeting shall be acted on at the next regular meeting.
- C. Applicants who attend a meeting, but who are not on the Planning Board's agenda may be heard only after all agenda items have been completed, and then only after a majority of the Planning Board so votes.
- D. The Board shall take no action on any application not appearing on the agenda.
- E. Action on an application will not be taken if the Board or its agent must visit the site of the proposed project.

Read, approved and voted on, February 4, 2008 at a regular Planning Board meeting.

Robert E. O'Connell, Chairman

Raymond A. Smith

Philip H. Sullivan

Doreal Carter
