

PLANNING BOARD OF THE TOWN OF SOUTHWEST HARBOR

BY-LAWS

Section 1. Establishment

The Southwest Harbor Planning Board is created and constituted under the provisions of the Ordinance entitled "Establishment of the Southwest Harbor Planning Board".

Section 2. Name

The Planning Board of the Town of Southwest Harbor shall be named the Southwest Harbor Planning Board.

Section 3. Membership

All members present at a meeting are permitted to make motioned 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 tie 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.

Regular duties of members when so directed by the Chairman shall consist of but not be limited to the following:

- 3.1 Serve on a standing or temporary Committee.
- 3.2 Attend other meetings as a representative of the Board.
- 3.3 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

Officers shall be as delineated in the Ordinance. At the Board's first meeting in May of each year, officers shall be nominated by a Board Member, and a vote shall be taken for their election. Election shall be by majority of all members of the Board.

4.1 Chairman

- 4.1.1 The Chairman shall have those duties explicitly delineated in the Ordinance.
- 4.1.2 The Chairman shall preside at all regular, special and 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.

- 4.1.3 The Chairman shall appoint members to Committees of the Board.
- 4.1.4 The Chairman shall be an ex-officio member of all Committees.
- 4.1.5 The Chairman shall prepare meeting agenda and issue same in due time before the scheduled meeting.
- 4.1.6 The Chairman shall determine the order of items on the agenda for any regular meeting of the Board.
- 4.1.7 The Chairman shall submit to the Board of Selectmen a yearly status report.
- 4.1.8 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.

4.2 Vice Chairman

The Vice Chairman shall assume the duties of the Chairman when the Chairman is absent.

4.3 Secretary

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, in behalf of the Board, when directed to by the Chairman.

Section 5. Committees

All committees shall have a Committee Chairman so designated by the Board Chairman. The committee chairman shall report the actions and status of the committee at the time directed to by the Board Chairman. All standing committee chairmen shall make at least a once a month status report to the Board.

5.1 Standing Committees

The standing committees of the Board shall be:

- Budget Committee
- Ordinance Committee
- Map Committee

5.2 Special Committees

The special committees shall be constituted and delegated authority for actions emanating from special circumstances.

Section 6. Meetings

6.1 The Board meets at 6:00 p.m. at the Town Offices on the first and third Thursdays of the month during the calendar year, and on the first Thursday only during July and August. When a regular meeting time falls on a holiday or Election Day, the regular meeting is held on the following week at the same time and place at the discretion of the Chairman. The Chairman may change or cancel the date of any regular meeting. The Chairman (or acting Chair) may re-schedule a meeting due to absence of a quorum, to another non-regular meeting time and place, or cancel the meeting till the next regularly scheduled meeting.

6.2 Public hearings of the Board may follow this sequence:

- Call to order by the Chairman
- Roll Call by the recording secretary
- Acceptance of minutes of the previous meeting and public hearings
- Old Business
- New Business
- Standing Committee Reports
- Special Committee Reports
- Announcements and correspondence
- Adjournment

6.3 Any Board member shall have the right to make a point of order during the public hearing process and bring any infringement of these laws or Roberts Rules to the attention of the Chairman. Such a member shall have the right to ask for a continuation of the hearing to a future date to be agreed upon by at least 4 members of the Board.

Section 7. Filing Fees to Cover Public Hearing Expenses

There are no fees to cover public hearing expenses.

Section 8. When Effective

These rules and regulations become effective immediately upon the vote of the majority of all members of the Board and Board of Selectmen approval.

Section 9. Amendments to Rules and Regulations

Amendments to the Rules and Regulations may be made at any time by the vote of the majority of all members of the Board and become effective immediately upon Board of Selectmen approval.