

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 motions 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 vote 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 Robert's Rules of Order except when Robert's Rules of Order are in conflict with these rules and regulations.

4.1.3 The Chairman shall appoint members to any 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 agendas 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 or her duties to the Vice Chairman or other Planning Board members, 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, on 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 a time directed to by the Board Chairman. All committee chairmen shall make at least a once a month status report to the Board.

5.1 Standing Committees

Committees of the Board may include: Budget Committee, Ordinance Committee and Map Committee. Special committees may be constituted and delegate authority for actions emanating from special circumstances.

SECTION 6. Meetings

6.1 The Board shall meet at a time and day designated and noticed by the Board as their regular meeting schedule. When a regular meeting time falls on a holiday, the regular meeting may be held on the following week at the same time and place. The date or place of any regular meeting may be changed by vote of four members of the Board.

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 hearing

Old business

New business

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 Robert's 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 by-laws become effective immediately upon the vote of the majority of all members of the Board and Board of Selectmen approval.

SECTION 9. Amendments to By-Laws

Amendments to the by-laws 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.