

**AGENDA  
PLANNING BOARD  
AUGUST 26, 2019**

**AGENDA ITEM #3D  
STUDY ITEMS**

**REVIEW AND ADOPTION OF  
PROPOSED REVISIONS TO  
THE RULES OF PROCEDURE  
FOR THE PLANNING BOARD**

**ARTICLE V**                    **CONDUCT OF BUSINESS**

**5.1 CALL TO ORDER.** Meetings shall be called to order by the Chair, or in the Chair's absence, by the Vice-Chair. In the absence of both, the Clerk or staff member shall call the meeting to order after which those Board members present may elect a Chair pro tem.

**5.2 QUORUM.** The Board shall only conduct a meeting and transact business when a quorum is present. A quorum shall be at least a majority of the total membership of the Board including alternate members sitting in place of regular members.

**5.3 ORDER OF BUSINESS.** For each regular meeting the order of business, unless otherwise ordered by the Chair, shall be as follows, and shall be shown on the agenda:

- I. Call to Order
- ~~II.~~ ~~Approval of Minutes~~
- III. Notice of Regional Impact
- ~~III~~~~IV.~~ ~~Completeness Review of New~~Continued Applications
- ~~IV.~~ ~~Public Hearing~~New Applications
  - A. ~~Old Business~~Completeness Review
  - B. ~~New Business~~Public Hearing
- ~~VI.~~ ~~Public Review~~
  - A. ~~Old Business~~
  - B. ~~New Business~~
- V. Approval of Minutes
- VII. Other Business
- ~~VIII.~~ ~~Open Discussion~~
- ~~IX~~VII. Adjournment

For each planning session, the order of business shall be as follows:

- I. Call to Order
- II. Approval of Minutes
- III. Study Items
- IV. Committee Reports
- V. Open Discussion
- VI. Adjournment

**5.4 PRESENTATIONS DURING PUBLIC HEARINGS.** The Chair shall request that before the start of each Public Hearing a representative of the proposal give a brief presentation of the request before the Board. The brief presentation shall be adequate so as to inform all abutters and members of the public as to the nature of the project in order that they may comment on the proposed project.

**5.5 PERMISSION REQUIRED TO ADDRESS THE BOARD.** Persons other than members of the Board shall not be permitted to address the Board except by consent of the Chair. Anyone wishing to address the Board during Open Discussion should indicate their intent and subject matter to the Chair prior to the meeting. A time limit of 3 minutes shall normally be in effect. The speaker shall not enter into any debate with anyone present and shall speak only to the subject matter indicated. A group may have one person act as its spokesperson and shall follow the same rules.

**5.6 MINUTES.** The minutes of previous meetings shall be submitted for approval at the next regular meeting or planning session. The Chair shall call for any corrections to the