

PLANNING BOARD ORDINANCE
TOWN OF LIBERTY

*True Attested copy
Wang
3/17/05*

Establishment: Pursuant to Art. VIII, pt. 2, Section 1 of the Maine Constitution and 30-A M.R.S.A. §§ 3001, the Town of Liberty hereby establishes the following by-laws for it's Planning Board:

Appointment:

- A. Board members shall be appointed by the Selectmen and sworn by the Town Clerk or other person authorized to administer oaths.
- B. The board shall consist of 5 members and 2 alternate members.
- C. The term of each member shall be 3 years. The term of office of an alternate member shall be 3 years.
- D. When there is a permanent vacancy, the Selectmen shall, within 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 legal 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) month period. When a vacancy occurs, the Chairperson of the board shall immediately so advise the Selectmen in writing. The board may recommend to the municipal officers that the attendance provision be waived for the cause, in which case no vacancy will then exist until the Selectmen disapprove the recommendation. The Selectmen 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 associate member.

Organization and Rules:

- A. The board shall elect a Chairperson and Vice Chairperson from among its members. The board may either elect a secretary from among its members or hire a non-board member to serve as secretary. The term of all offices shall be 1 year with eligibility for re-election. Election of

Chairperson and Vice Chairperson shall take place at the first Board meeting following the Town annual meeting.

- B.** When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the Chairperson, the Chairperson shall designate an alternate member to sit in that member's stead.
- C.** An associate 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 Chairperson to sit 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 Chairperson shall call at least one regular meeting of the board each month unless no applications are pending; however, a meeting may be scheduled for internal Planning Board work.
- F.** No meeting of the board shall be held without a quorum consisting of 3 members or associate members authorized to vote. The board shall act by majority vote of the members present and voting.
- G.** The board shall adopt rules for transaction of business and the secretary 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.

Duties and Powers:

- A.** The board shall perform such duties and exercise such powers as are provided by the Town of Liberty and its pertaining ordinances and the laws of the State of Maine.
- B.** The board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.