

11.3.04

WINTHROP PLANNING BOARD BY-LAWS

The Winthrop Planning Board and these by-laws are established under M.R.S.A. Title 30, Sec. 1917 and the Winthrop Town Ordinance # 8 enacted 4/21/75 by the Town Council and amended by the Winthrop Planning Board on 6/12/95, 12/14/98, 9/24/01, and 11/3/04.

I. Membership

The Winthrop Planning Board consists of seven (7) regular members and two (2) alternate members. These nine (9) individuals comprise the membership of the Board.

II. Officers and Their Duties

- A. The officers of the Planning Board shall consist of a Chair, Vice-Chair, and Secretary.
- B. The Chair shall preside at all meetings and hearings of the Planning Board; shall appoint members to the Standing Committees of Special Committees approved by the Board; designate Alternate members to vote when a Regular member is unable to act because of interest, absence or any other reason satisfactory to the Chair; call special meetings and speak for the Board on policy matters. The Chair has full voting privileges on all matters before the Board. [amended 6/12/95]
- C. The Vice-Chair shall act for the Chair in his or her absence.
- D. The Secretary shall keep the minutes and records of the Board; prepare an agenda of regular and special meetings with the Chair; provide notice of meetings to Board members and attend to correspondence of the Board. All records shall be deemed public and may be inspected at reasonable times. The Secretary will act as Chair in the absence of the Chair and Vice Chair. [amended 11/03/04]
- E. Officers shall be elected at the first regular meeting held in April in each year and shall serve for one year with eligibility for re-election.
- F. Whenever a vacancy occurs prior to the April election, the Board may vote to appoint a member to fill the vacancy for the remainder of the term. [amended 11/03/04]

III. Meetings

- now
2nd: 4th
- A. Regular meetings will be held on the first and third Wednesday of every month at 7:00 PM in the Town Office or designated location. [amended 9/24/01]
 - B. No meeting of the Board shall be held without a quorum consisting of four (4) members or alternate members authorized to vote. [amended 9/24/01]
 - C. Special meetings may be called by the Chair. It shall be the duty of the Chair to call such a meeting when requested to do so in writing by a majority of the members of the Board. The notice of such a meeting shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the Board.
 - D. All meetings at which official action is taken shall be open to the general public.

IV. Responsibilities of Members

- A. It is the responsibility of members to attend meetings, serve on committees when appointed by the Chair, participate, and vote on proper business of the Board.
- B. Alternate members shall attend all meetings and participate in proceedings but will vote only if designated by the Chair to sit for a regular member.
- C. More than five (5) unexcused absences in a six (6) month period will be cause for requesting the Town Council to rescind the appointment.
- D. Members shall not release Planning Board reports or official statements except by vote of the Board.

V. Order of Business

- A. Action on minutes of previous meeting
- B. Communications and bills
- C. Report of officers and committees
- D. Unfinished
- E. New business
- F. Order of business may be changed at the discretion of the Chair

VI. Committees

- A. The following Standing Committees may be appointed by the Chair

1. Comprehensive Planning
2. Subdivision
3. Zoning
4. Public Relations
5. Capital Improvements

B. Special committees may be appointed by the Chair for purposes and terms, which the Board approves.

VII. **Amendments**

These by-laws may be amended by no less than six (6) affirmative votes.
[amended 12/14/98]