

TEMPLE PLANNING BOARD

Rules of Procedure

Adopted 4/19/95 as per RSA 676:1

I. AUTHORITY

1. The Temple Planning Board derives its authority from State Law and the Town of Temple Ordinances. Nothing in these rules of procedure is intended to conflict with either of these.

II. ELECTION OF OFFICERS

1. A Chairman shall be elected at the first regular meeting following the annual town meeting. He/she shall preside over all meetings and hearings, appoint such committees as directed by the Board, and shall affix his/her signature in the name of the Board.
2. A Vice-Chairman shall be elected at the first regular meeting following the annual town meetings. He/she shall preside ex-officio in the absence of the Chairman and shall have the full power of the Chairman during his/her absence.
3. A Secretary shall be elected at the first regular meetings following the annual town meeting. He/she shall maintain a record of decisions of the Board and shall affix his/her signature on plans in the name of the Board.
4. All officers are voting members of the Board. They shall serve for one year and shall be eligible for re-election.
5. The Board shall consist of six (6) elected members, including the officers and one representative from the Board of Selectmen.
6. Up to three (3) alternates may be appointed by the Board to take the place of full members as needed.

III. DUTIES AND RESPONSIBILITIES

1. The Planning Board is responsible for reviewing and amending as necessary the Zoning Ordinance, Master Plan, Subdivision, Site Plan Review and Earth Excavation Regulations. Copies of all such documents shall be on file with the Temple Town Clerk and with the NH Office of State Planning, 21/2 Beacon Street, Concord, NH 03301. Notice of authority granted by Town Meeting for Subdivision and Site Plan Review shall be on file with the Hillsborough County Register of Deeds.
2. These Rules of Procedure shall be reviewed annually and revised as needed. Amendments shall be by a majority vote of the Board.
3. An annual budget will be prepared by the Chairman and approved by the Board prior to submission to the Selectmen.

IV. MEETINGS AND HEARINGS

1. Regular Meetings shall be held in the Meeting Room of the Town Office Building at 7:30 P.M. on the 1st and 3rd Wednesday of each month. Workshop meetings will be held as needed and specified by the Chairman.
2. Notice of public hearings will be in accordance with RSA 675:7 and RSA 676:4, as appropriate.
3. All meetings will be conducted in strict accordance with the spirit and intent of the "Right-to-Know" Law, RSA Chapter 91-A.
4. A quorum for all meetings shall be four (4) members, including alternates sitting in place of members.
5. If any member finds it necessary to disqualify himself from any particular deliberation, he/she shall notify the Chairman as soon as possible so that an alternate may be appointed. The disqualification shall be announced by either the Chairman or the disqualifying member before the

TEMPLE PLANNING BOARD RULES OF PROCEDURE

beginning of the public hearing on the case. The disqualifying member shall absent him/herself from the board table during the hearing and all deliberation on the case.

6. Order of Business. The order of business for regular meetings shall be as follows:
 - a) Call to order by the Chair
 - b) Roll Call
 - c) Appointment of Alternates
 - d) Approval of Minutes of Previous Meeting
 - e) Old/Unfinished Business
 - f) Public Hearing(s)
 - g) New Business (if needed)
 - h) Correspondence
 - i) Adjournment
7. Prior to each meeting, the Chairman or his/her designee shall develop an agenda.
8. It is the practice and policy of the Temple Planning Board to reserve time at or near the beginning of each meeting for anyone having business with the Board, regardless of whether or not the person has made a previous effort to be placed on the Board's agenda.

V. RECORDS

1. The records of the Board shall be kept by the Clerk and made available for public inspection during normal business hours. A Town employee, such as the Town Clerk, Planning Board Clerk, Selectmen's Secretary, or a Planning Board member must be present at all times while the files are being inspected.
2. Case files and minutes are never to be removed from the Planning Board's files except temporarily for reproduction, during which time they must remain in the custody of a Planning Board member or designated Town employee.
3. Each individual matter considered by the Board will be assembled into one case file, which will contain, at a minimum: the original application; a copy of the notice of the hearing, to which are appended certificates of mailing and return receipts; and as applicable, a copy of blueprints, any state agency approvals, correspondence, and related documents. Case file headings shall be the applicant's name and month and year action taken. They shall be filed alphabetically.
4. No one but a Planning Board member shall place any document in a case file.
5. Minutes
 - a) Minutes of all meetings will be posted at the Town Office Building within 144 hours of such meeting. Minutes of all Planning Board decisions will be posted at the Town Office Building within 72 hours of such decision.
 - b) The file copy of the minutes shall show the date of such posting and the signature of the person who posted them.
 - c) Minutes, filed in chronological order, will be accompanied by a copy of the notice of the meeting, which notice shall show the dates posted and published and by whom posted.
 - d) A copy of the minutes shall be furnished to each Board member, the Town Clerk, Selectmen, and the Town Library.