

RULES OF PROCEDURE FOR THE DALTON PLANNING BOARD

- I The name of the Board shall be "Dalton Planning Board" as adopted at the Town Meeting of March 10, 1967.
 - II The Planning Board shall consist of five (5) members appointed by the Selectmen, and shall include one (1) Selectman to act as ex-officio member, with power to vote. Sections 4-7 inclusive, Chapter 36, New Hampshire Revised Statutes Annotated, 1955.
 - III If any member shall miss three (3) meetings within a year without a valid excuse, he/she may be removed from office.
- IV. Meetings:
- A Regular meetings shall be held monthly, the date, time and place to be selected by the majority vote of the Planning Board.
 - B Special meetings, at the request of three (3) members of the Planning Board, shall be called by the Chairman or in his/her absence, by the Secretary, within seven (7) days. No business shall be acted upon at the special meeting unless three (3) members are present. The Chairman, (or in his/her absence), the Vice Chair, shall select the date, time and place of the special meeting.
 - C A regular meeting may be postponed by the Chairman if requested by three (3) voting members and all members are notified. At least one (1) regular meeting MUST be held every month, in accordance with the New Hampshire Revised Statutes Annotated,
 - D Three (3) voting members shall constitute a quorum for the transaction of business, but a lesser amount of members may meet and adjourn.
 - E If any member finds it necessary to be disqualified from sitting on a particular case he / she shall notify the Chairman as soon as possible so that an alternate may be requested to fill the place. The disqualification shall be announced by either the Chairman or the member before the discussion or the public hearing on the application begins. The member disqualified shall leave the board table during all discussions and deliberations. If uncertainty arises as to whether a Board member should disqualify her / himself, the board shall vote on the question of whether that member should be disqualified. Such request and vote shall be made prior to the commencement of discussion of the issue or immediately upon notification of a conflict of interest.

VI. Order of Business

- A At each meeting the order of proceedings shall be as follows:
1. Call to order
 2. Review / approve minutes
 3. Public Hearings
 4. Unfinished Business
 5. New Business
 6. Reports and correspondence
 7. Adjournment
- B A motion shall be carried by a majority of members present and voting in the affirmative, unless otherwise specified.

VII. OFFICERS:

- A. Chairman:
1. The Chairman shall call the meeting to order and preside over the deliberations. He/she shall submit a yearly report and perform all duties required.
 2. The Chairman shall be elected annually by a three-fifths (3/5) majority of board and alternates at the first meeting following town meeting.
 3. In the absence of the Chairman the Vice Chair shall preside over all meetings and hearings.
- B. Secretary
1. The Secretary shall keep a full and accurate record of the proceedings of each meeting; issue notices of all meetings; record the names of the members present; notify applicants and abutters of hearings; and prepare such correspondence and fulfill such duties as the Chairman may specify.
 2. The Secretary shall be hired by the Board of Selectmen based on the recommendations of the Planning Board. Changes in the status of this position shall be at the discretion of the Board of Selectmen
 3. In the absence of the secretary, the Chairman shall appoint a secretary pro tem to keep records of the meeting.

- VIII All potential members or alternate members to the Planning Board shall attend three meetings. Once this basic requirement has been fulfilled, the Planning Board will take a vote on each individual to fill either position. If the vote is AFFIRMATIVE, the Chairman will approach the Board of Selectmen with the Planning Board's recommendation to appoint an individual to the Planning Board.
- IX The Planning Board will pay registration fees for Planning Board members to attend meetings, etc., which pertain to subject matter of interest to the workings of the Planning Board only and as approved by the Board.
- X Any written changes to the Rules of Procedure shall be discussed during one publicized meeting and voted on during a future meeting. A three fifths (3/5) majority vote is required to change the Rules and Procedures.