**The Village District of Little Boar’s Head**

**In the Town of North Hampton, New Hampshire**

**Planning Board Rules and Procedures**

**9 April 2019**

**Rules and Procedures**

*ADOPTED by a majority vote of the Village District of Little Boar’s Head Planning Board after a public meeting held on April 9, 2019. These Rules of Procedure have been placed on file with the Town Clerk on April 10, 2019.*

**Section I: Authority**

These rules of procedure are adopted under authority of New Hampshire Revised Statutes Annotated (RSA) 676:1.

**Section II: Purpose**

1. This document establishes rules governing Planning Board functions and activities – including but not limited to organization, conduct of meetings, duties of officers and committees, and conflicts of interest.

2. Each member and alternate shall have his own personal copy of these Rules of Procedure, become familiar with their content, and endeavor to act within them.

3. A copy of this document shall be on file for public inspection in the Town Offices.

**Section III: Members**

1. The North Hampton The Village District of Little Boar’s Head Planning Board in the Town of North Hampton, NH shall consist of five (5) members.

**Section IV: Officers**

1. Officers:

1.1. Officers of the Board shall be appointed by the Little Boar’s Head Commissioners annually.

1.2. Officers of the Board shall be as follows:

1.2.1. Chair

1.2.2. Vice Chair

1.2.3. Secretary

2. Duties:

2.1. Chair: The Chair shall preside over all meetings and hearings of the Board; shall be the official spokesperson for the Board; shall prepare the annual report of the Board; and shall perform other duties customary to the office, including but not limited to appointing members to such temporary committees as s/he deems necessary or as directed by the Board or acting on behalf of the Board on matters authorized by the Board. The Chair may vote.

2.2. Vice Chair: The Vice Chair shall preside in the absence of the Chair and shall have full powers of the Chair on matters that come before the Board in the absence of the Chair. S/he shall also have the full powers of the Chair in all instances when emergency action (as defined by RSA 91-A:2. II) by the Chair is required, and the Chair is inaccessible for 24 hours or more.

**Section V: Meetings**

1. Regular Meetings:

* 1. Regular meetings shall be held at least monthly in the North Hampton Town Hall or offices. The Planning Board shall adopt a meeting schedule at their annual Board Organizational Meeting.
	2. Additional meetings or changes to the regular schedule shall be allowed
	3. Quorum: A quorum shall be constituted if at least three (3) members are in attendance.
1. Order of Business
	1. Call to order by the Chair
	2. Attendance
	3. Minutes of previous meeting(s)
	4. Continued public hearings
	5. New applications for public hearings
	6. Other business
	7. Public comment
	8. Adjournment
2. Rules of Order: The Board will endeavor to follow and the Chair will endeavor to enforce parliamentary procedure, except that the Chair may vote on motions. The Board will follow generally accepted rules of parliamentary procedure, such as Robert’s Rules of Order. In any event, failure strictly to follow standard rules of procedure shall not invalidate any action taken by the Board.
3. Minutes: Minutes will normally be reviewed, amended, and approved by the Board at the next meeting.

**Section VI: Application Procedures and Notices**

1. Applications to be placed on an agenda for public hearing must be received at the Town Office at least 21 days – not including Sundays and legal holidays – prior to the public hearing, as provided in RSA 676:4, I., (b).
2. The Board will either accept jurisdiction over an application or deny it for specific reasons.

**Section VII: Public Hearing Procedure**

1. Chair shall ask applicant or designee to present application
2. Experts or Town officials may be asked to comment on application
3. Board may ask questions at any time, when recognized
4. Public comments will be solicited when recognized
5. Comments ordered by designee, abutters, residents
6. Chair shall close public hearing
7. Board may take action, deliberate, or continue their deliberation to the next meeting
8. Anything new presented at the meeting such as new written material or building plans may cause the board to delay any decisions for proper review of new material

**Section VIII: Decisions**

1. The Board shall render a decision within sixty-five (65) days of the date of acceptance of a completed application, subject to extension or waiver, as provided under RSA 676:4, I., (c)(1).
2. The Board shall act to approve, conditionally approve, or disapprove.
3. The Board shall send to the applicant or his designee a written notice of decision -- including reasons for denial, as appropriate -- that reflects action taken by the Board as recorded in the meeting minutes.

**Section IX: Joint Meetings**

1. As provided by RSA 676:2, the Planning Board may hold joint meetings or hearings with other local land use boards.
2. The Planning Board Chair shall chair all joint meetings or public hearings when the subject matter falls under the jurisdiction of the Planning Board.

**Section X: Amendments**

1. Amendments: Proposals for amendments to these rules may be made by motion at a meeting of the Board. Such motion, if seconded, shall be tabled until the next regular meeting, and all members shall be notified of the pending motion.
2. Enactment:

2.1. Amendments may be enacted upon the affirmative vote of a majority of sitting members of the Board.

2.2. The rules of procedure and any amendments shall be filed with the Town Clerk and available for public inspection.