



PLANNING BOARD

Welcome to the Town of Ossipee Planning Board meeting.

AUTHORITY

Pursuant to RSA 676:1, the Ossipee, New Hampshire Planning Board adopts the following Rules of Procedure.

Unless modified by vote, the Board regularly follows the following Order of Business:

MEETINGS:

1. **Procedure:**

The Town of Ossipee Planning Board holds a regularly scheduled meeting on the first and third Tuesday of each month, beginning at 7:00 PM.

Special meetings, including workshops and site visits, shall be held at the call of the Chairman or by written request by a majority of the Board Members.

Regular or Special meetings of the Board may be recessed to a time and place certain as a continuation of said meeting without further notice.

a. **Call To Order:**

The Chairman will call the meeting to order at 7:00 PM or other appropriate time designated by the Chairman as necessary.

b. **The Pledge of Allegiance:**

The Chairman will lead the Board and attendees in reciting the Pledge of Allegiance.

c. **Roll Call:** Recording the attendance of Planning Board members present. If any member is not present, the Chairman shall raise an alternate member to voting status.

d. **Approval of the Minutes:**

The Board will review, make appropriate changes and approve the official minutes from the previous meeting.

e. **Financials:**

Review of budget reports, invoices and statements for potential action needed.

f. **Unsatisfied Conditions:**

Review of Conditionally approved applications for updates and determination if criteria's have been met.

g. **Informal Discussion:**

The Planning Board will listen and provide direct to anyone presenting with a conceptual idea.



h. Hearings:

- Any and all pre-application consultations and reviews shall be non-binding on the Applicant or the Board.
- The type of hearing is to be stipulated before the hearing starts:
 1. Informal Discussion
 2. Conceptual Design/Acceptance as Complete
 3. Final Plan/Approval
 4. Amended Plan/Approval

The procedure for the hearing is to offer all applicants and their agent/staff the opportunity to make a presentation and present their proposal. The Board will ask the first questions of the applicants or the agent/staff. Next, the Chairman will ask for public input. Whether for or against the application the public may question or speak to the proposal. Time for rebuttal will be allowed. The Hearing is then closed and brought to the Board for discussion and action. Further comment from the audience is not accepted unless invited by the Planning Board Chairman. Members of the public may request to speak if the subject is listed as a PUBLIC HEARING. The Chairman will recognize the speakers during the course of the Hearing and ask them to stand so the public can see and hear them. Because there may be a larger number of people who wish to speak, the Chairman may specify the number of minutes allotted to speak.

Rules of Conduct and Decorum:

The Chairman shall enforce such order and decorum as may be necessary for the sufficient conduct of the Board's business, guided by a desire to maximize public input on matters before the Board. The Chairman shall establish such rules of parliamentary procedure as are necessary, subject to the provision that the Chairman may be overruled by a majority vote of the Board.

1. Except for public hearings duly designated as such by action of the Planning Board, public participation at meetings of the Planning Board shall be limited to the public input segment of the agenda of Planning Board meetings.
2. Public comment/questions, whether during the public input of the Planning Board meeting or during a duly designated public hearing, shall be limited to three minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting.
3. Any individual wishing to speak during the public input segment or during a public hearing shall raise his or her hand. When recognized by the Chairman or the presiding officer, the individual must stand and state his or her name and, if appropriate, group affiliation and must state the subject he or she will be addressing.
4. Comments must be brief and related to the facts of the public hearing or legitimate Planning Board business.



TOWN OF OSS�PEE

ORDER OF BUSINESS

5. The Chairman or the presiding officer shall act as timekeeper or shall designate another elected official as timekeeper.
6. Members of the Planning Board, speakers and audience members must observe proper decorum. Any statements made during the meeting or during a public hearing by the Chairman, members of the Planning Board, town officials, employees, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a town official or employee, or a member of the general public.
7. The Chairman or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language or racial or ethnic slurs directed at the Chairman, members of the Planning Board, town officials, employees and members of the general public, or statements by a person attending the meeting which are not made during the public participation segment of the agenda or during a public hearing, shall not be tolerated.
8. It is inappropriate to utilize a public meeting for the purpose of making political speeches, including threats of political action and the same will not be allowed.
9. Comments/questions by speakers must be addressed to the Planning Board. Attendees may not address the Planning Board unless recognized by the Chairman or the presiding officer.
10. Discussion between speakers and attendees of the public meeting or hearing are prohibited. A speaker may disagree with or support prior speakers in comments directed to the Planning Board.
11. If the applicant or his/her representative fails to attend the public hearing concerning the application, the Planning Board may take action to deny the application.
12. An application may be continued upon receipt of written notification of the applicant's inability to attend the hearing. The applicant shall notify the Planning Board prior to the meeting if there will be no one there to represent them and take action on their behalf.
13. Banners, flyers or other signs are not permitted in the meeting room; distribution of flyers in the meeting room is also not permitted.
14. If the Chairman or the presiding officer fails to enforce the rules set forth above, any member of the Planning Board may move to require him or her to do so, and an affirmative vote of a majority of the Planning Board shall require him or her to do so. Any decision relating to enforcement of the rules set forth above may be appealed and overturned by a vote of a majority of the Planning Board members.
15. Any person who disregards the directives of the Chairman or the presiding officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Planning Board and disturbs the peace at a meeting will be barred from further participation and forfeits any balance of time remaining for his or her comments.



16. If a speaker who has violated these rules refuses to step down, the Chairman or the presiding officer may ask the individual to be removed from the meeting room and charged with disorderly conduct as per the Penal law.
17. The above rules shall take effect at the next meeting of the Planning Board after the adoption of these rules.

g. New Business:

New business shall be addressed by the Planning Board in order of their receipt by the Land Use Secretary. Reminder that no new business will be addressed after 9:30 pm.

h. Old Business:

The Planning Board shall address any outstanding business which has previously come before the Board.

i. Correspondence:

The Planning Board shall address any letters, notices or upcoming education sessions.

j. Any Other Business Which May Come Before This Board:

The Chairman may ask if there are land use or planning issues not on the agenda which should be briefly introduced by those in attendance.

k. Adjournment:

A motion, duly seconded, shall be carried by an affirmative vote of a majority of the members present to conclude all discussions and business activities for the meeting/hearing on this given day and adjournment time is recorded.

Any meeting/hearing discussions continued after the meeting/hearing was adjourned and a quorum is present will be recorded for legal purposes.

ADOPTED:

April 20, 1993

Amended to reflect the change from appointed to elected membership, April 4, 1995

Amended to include information about Planning Board procedure, May 20, 2008

Amended to include information about Planning Board Order of Business, September 5, 2017