

## RULES OF PROCEDURE FOR THE SMITHFIELD PLANNING BOARD

The order of procedures herein contained shall govern deliberations and the conduct of meetings of the Planning Board.

1. Regular meetings of the Planning Board shall be conducted on the second Thursday of each month. Meetings shall take place at the Smithfield Town Hall, unless the Chairman designates a different location. Special meetings may be called at any time by the Chair of the Planning Board or by five (5) or more members, subject to availability of a quorum and with notice to each member at least forty-eight (48) hours in advance of the meeting. Forty-eight (48) hour notice is waived in the case of an emergency.
2. At all meetings of the Planning Board, five (5) members shall constitute a quorum for the transaction of business. Votes made at all meetings shall be recorded by the Recording Clerk.
3. All meetings of the Planning Board shall be presided over by the Planning Board Chairman, or in his or her absence, by the Planning Board Vice Chair; in the absence of both, the Planning Board Secretary shall preside. In the absence of all three, the most senior member shall preside.
4. The order of business at all meetings of the Planning Board and for those special meetings open to the public, shall be as follows:
  - (a) Call to order by the presiding officer;
  - (b) Emergency evacuation and health notification;
  - (c) CONSENT AGENDA
    1. MINUTES:
  - (d) REGULAR AGENDA
    1. OLD BUSINESS
    2. NEW BUSINESS
  - (e) Planner's Report
  - (f) Solicitor's Report
  - (g) Adjournment

NOTE: (Agenda items shall be held in the sequence in which they appear on the agenda unless a majority of the Planning Board members in attendance at the meeting decide otherwise).

5. Presiding Officer: It shall be the duty of the presiding officer at any Planning Board Meeting to:
  - (a) Call the meeting to order;
  - (b) Keep the meeting to its order of business;
  - (c) State we have a motion after each motion made and require a second to that motion before allowing discussion;
  - (d) Control discussions to assure order and ensure that all Board members and the public in attendance have access to testimony and materials presented to the Board;

- (e) Enforce the provisions of these Rules;
- (f) Allow all Planning Board members wishing to speak the opportunity to do so, one at a time;
- (g) Require all speakers to maintain a civil, non-confrontational tone of voice and to direct their comments to the Board;
- (h) Ensure that all Board members and other presenters and speakers are heard by all within the meeting space by speaking into provided microphones;
- (i) Close the discussion and put the issue to a vote when it is clear the matter has been adequately addressed by all Board Members;
- (j) Permit audience participation when appropriate;
- (k) Keep discussions to the question or issue only;
- (l) Suggest but not make, motions, and;
- (m) Encourage applicants to display project material on the provided screen or in paper format at sufficient scale for viewing by the public.

All questions of order shall be decided by the presiding officer. Any Board member may appeal such a procedural ruling to the full Planning Board for a final ruling. All questions of procedure not provided for in these Rules shall be decided by reference to Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition, 2011.

6. It shall be the duty of each Planning Board member to vote on all matters put to the Planning Board; except when a Planning Board member has a personal or financial interest in the matter, whether direct or indirect, he or she shall recuse from such vote and shall complete the Board's recusal form for submittal to the Secretary of State. Members shall also abstain from a vote on approval of minutes for a meeting that they did not attend.
7. To promote confidence and trust in the conduct of public business, members of the Planning Board and Planning Staff must, at all times and in all respects, observe an affirmative obligation to disclose any actual, apparent, or potential conflict of interest pertaining to any Application or business in front of the board and to complete a Statement of Recusal form for each recusal. All information presented will be unambiguous, in common language, and inclusive of details and disclosures.
8. Motions to reconsider any matter previously resolved by vote shall be entertained only from a Planning Board member who voted with the majority at the time of the initial decision at the next regular Planning Board Meeting after appropriate notice of the motion to reconsider.
9. The Recording Clerk of the Planning Board and shall keep the record of all business at all meetings of the Board. Minutes kept are not a verbatim record but should correctly reflect the date, time and place of the meeting, members present and absent and should in a summary fashion reflect the general nature of discussions of the Board and should contain other relevant information that members ask to have included. A verbatim record of all motions made shall be made part of the minutes.
10. The Planning Department shall forward the Planning Board Meeting Agenda and all submission material relative the upcoming agenda to all Board members by the Friday preceding a regular Planning Board meeting for review.

11. Planning Boards' Obligation to avoid improper contacts. The Board deals with Persons who are directly affected by its decision (such as the Applicant and neighbors). Each of these interested Persons needs the assurance that the other interested Persons will not have an unfair advantage in presenting their version of the relevant facts or concerns to the Board. Board members must avoid communicating with Applicants or any other persons about pending application(s) except at Board meetings when the application is considered.
12. Board Communication outside of the quorum. Each board member must not communicate with any person, other than planning staff or solicitor, about the merits or facts of pending applications, except during Planning Board meetings. Questions or additional detail requests are made directly to the Planning Staff. The Planning Staff will communicate additional information to the entire Board without group discussion.
13. If a planning board member receives unsolicited communications about a pending application outside of the planning board meeting, the member must disclose and describe the communications at the earliest opportunity during the Board's consideration of the application.
14. Abstention by any board member from the vote on any item shall state the reason for the abstaining record.
15. An item other than a Subdivision, Land Development Project or other matter requiring public notice may be placed on the agenda of a regular meeting of the Planning Board at the discretion of the Chair, provided such item is presented to the Chair, by a member of the Board 72 hours in advance of the regular Planning Board meeting.
16. The Planning Board will not entertain any new agenda item after 10:00 P.M., unless the Planning Board temporarily suspends this requirement for cause.
17. A motion to adjourn, or to recess for a stated period of time, shall always be in order and shall be entertained by the presiding officer.
18. Documents that are introduced during the meeting shall be marked as exhibits and shall be maintained by the Administrative Officer, as follows:
  - a. All documents introduced by the Planning Board, a member of the audience or the Administrative Officer shall be marked as Board's Exhibit 1, 2, 3, etc;
  - b. All documents introduced by the Applicant shall be marked as Applicant's Exhibit A, B, C, etc.
19. The Applicant must submit any written materials the Applicant wishes the Planning Board to review before the expiration of 48 hours before the meeting. The Planning Board reserves the right to refuse to accept and/or review and consider any materials not provided within this timeframe.