

TOWN OF SOUTH BRISTOL
GUIDELINES FOR ALL APPOINTED MEMBERS OF THE PLANNING
BOARD AND ZONING BOARD OF APPEALS

1. Education.

a. All Zoning and Planning Board members and alternates are required to attend four (4) hours of training per year as established by the Town Board, unless waived by the Board.

b. Training received in excess of the annual minimum may be carried over into the next year.

c. The Town Board retains the right to review the training content.

2. Attendance.

a. All Zoning and Planning Board members and alternates are required to attend 80% of all regularly scheduled meetings, unless there is an emergency or attendance is waived by the Chair.

b. All Board members shall make an effort to notify the Board Chair or secretary in advance if unable to attend a duly scheduled meeting.

c. Any Board member failing to meet these training and attendance requirements will not be eligible for reappointment and may be subject to removal, following written notification of non-compliance and an opportunity to be heard.

3. Preparedness.

a. All Board Members shall adequately prepare for meetings, including reading all necessary materials and making any necessary inspections.

b. Each member will be provided with an e-mail account. All members must utilize the official Town e-mail account when

4. Appointment Process

a. The Board notifies the Town Board of the need to fill a Board position six months prior to the term ending or as soon as practical following an unexpected vacancy.

b. When a Board position has become vacant as a result of the expiration of a member's completion of a second term or a resignation, interviews must be conducted by the Town Board pursuant to the Board member selection process.

c. Individuals having completed two or more terms may apply for the Board opening through the selection process as long as they have met documented performance guidelines of the Board.

d. Individuals serving one complete term, or less, and having complied with Board Standards, may seek reappointment at term's end. Reappointment of a sitting single-term Board member does not require that interviews be conducted.

e. A term is deemed complete if the individual served at least 50% of the term.

5. Factors to be considered for Appointment or Reappointment.

a. In making appointments or reappointments, the Town Board shall take into consideration:

- Compliance with training requirements
- Attendance at meetings, unless attendance is waived
- Efforts of the applicant/board member to read periodicals, the Town Code, Town Law, understanding of the Comprehensive Plan and other materials dealing with the subject area
- Professionalism
- Respectful dealings with other board members and constituents. vi. Participation in meetings.
- Preparation for meetings.
- Adhering to all other Town policies that may apply, i.e., e-mail, confidentially, etc.

6. Noncompliance with the foregoing shall not void or invalidate any decision or action of any Board

May 10, 2014