

Thorndike Planning Board Bylaws
As amended 5-11-16

1. Meetings will be held on the 2nd Wednesday of the month or as needed. Meetings will be held at the town office and begin at 6:30 PM unless otherwise arranged.
2. Members shall provide the chairperson with desired agenda items at least five (5) calendar days prior to any scheduled meeting. The chairperson shall prepare and circulate an agenda for posting at least 36 hours prior to a scheduled meeting. Additional agenda items may be considered for addition at the beginning of any meeting. A vote of the members whether to add additional agenda items will be taken if there is a difference of opinion between the chairperson and member making the request.
3. Special meetings, workshops and/or public hearings may be called by the chairperson in consultation with board members. In his or her absence, the vice chairperson shall exercise this power. The secretary, assisted by the town clerk, shall ensure that notice of such sessions is posted at the town office at least 36 hours prior to the event and that any public hearing notices legally required by state law and/or town ordinances are given.
4. Meetings may be cancelled at the discretion of the chairperson for reasons including but not limited to: holidays, weather or lack of business. In case of cancellation or postponement, the chairpersons shall contact the secretary, who shall in turn contact members of the board and anyone on the agenda. The secretary shall ensure that notice of such change is posted at the town office. The Republican Journal will normally be used when published notices are required.
5. Anyone wishing to submit an item of business to the board shall submit such request in writing to the planning board chairperson c/o the town clerk at least five (5) business days prior to the regular meeting at which it is to be considered. [Note: By ordinance, subdivision and site plan review applications must be submitted at least 10 days prior to a meeting and a Town Road Acceptance Petition must be submitted at least 15 days prior.] The town clerk will forward the request to the planning board chairperson immediately upon receipt. Within 48 hours, the chairperson will contact the petitioner to fully understand the request and schedule time on the agenda if appropriate.
6. The board shall hold its annual orientation meeting by the third Wednesday of April. The secretary, assisted by the town clerk, shall provide any new members with a set of these bylaws and a copy of the town ordinances and permit forms. The board shall elect its officers for the year at that meeting and review these bylaws for currency.
7. These bylaws may be amended at any meeting at which the notice was properly given as an agenda item.