

**PLANNING BOARD ORDINANCE**

**For the Town of Cambridge, Maine**

**ENACTED: Date** 3/6/2010  
*attest:*  
**Signature:** Carol F. Laplant  
Town Clerk of Cambridge

**PLANNING BOARD ORDINANCE**  
**For the Town of Cambridge, Maine**

- 1. Establishment/Re-establishment. The Town of Cambridge hereby establishes a Planning Board. The Board, which has been acting as a Planning Board, is hereby re-established as the Cambridge Planning Board. The actions which it has taken prior to the adoption of this ordinance are hereby declared to be the acts of the legally constituted Planning Board of the Town of Cambridge.**
  
- 2. Appointment of Members**
  - A. Board members shall be appointed after the regular annual Town Meeting by the Selectmen and sworn by the clerk or other person authorized to administer oath.**
  
  - B. The Board shall consist of 5 members.**
  
  - C. The term of each member shall be 3 years, except the initial terms which shall be two for 2 years and three for 3 years respectively.**
  
  - D. When there is a permanent vacancy, the municipal officers shall, within 60 days of its occurrence, appoint a person to serve the remainder of the term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a legal resident of the Town, or fails to attend at least 75% of all meetings during the preceding twelve (12) month period. When a vacancy occurs, the chairperson of the Planning Board shall immediately so advise the municipal officers in writing. The Board may recommend to the municipal offices that the attendance provision be waived for cause, in which no vacancy will then exist until the municipal officers disapprove the recommendation. Members of the Planning Board may be removed for cause by the appointing body.**
  
  - E. A municipal officer may not be a member of the Planning Board.**
  
- 3. Organization and Rules**
  - A. Meetings shall be conducted by the provisions of this ordinance and the bylaws created by the Planning Board.**

**B. The Board shall elect a chairperson and vice chairperson from among its members. The Board may either elect a secretary from among its members or hire a non-board member to serve as secretary.**

**C. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.**

**D. The chairperson shall call at least one regular meeting of the Board bimonthly.**

**E. No meeting of the Board shall be held without a quorum consisting of 3 members. In the event that only a quorum holds a meeting, then no action shall be taken without the unanimous vote of the quorum.**

**F. All matters shall be decided by a roll call vote. Decisions on any matters before the Board shall require the affirmative vote of a majority of the entire membership of the board unless otherwise specified herein.**

**G. The Board shall adopt by-laws (rules for transaction of business) and rules for the conduct of public hearings, and the secretary shall keep a record of its resolutions, transaction, correspondence, findings and determinations.**

**H. All meetings of the Board shall be open to the public, except executive sessions. No votes may be taken by the Board except in public meetings. The Board shall not hold executive sessions except for consultation between the Board and its legal council concerning litigation or other legal matters where premature general public knowledge would clearly place the town or the Board at substantial disadvantage.**

**I. All records are public and may be inspected at reasonable times. Copies are available at a per page rate set by the Town.**

**4. Duties; Powers**

**A. The Board shall perform such duties and exercise such powers as are provided by Cambridge ordinance and the laws of the State of Maine.**

**B. The Board may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose.**

**5. Amendments**

**A. This ordinance may be amended by a majority vote of the legislative body at a regular Annual Town Meeting.**

**6. Severability**

**A. The invalidity of any section or provision of this ordinance shall not be held to invalidate any other section or provision of this ordinance.**