1. **Establishment**

Pursuant to Art. VIII, Pt. 2, Sec. 1 of the Maine Constitution and 30-A M.R.S.A., Sec. 3001, the Town of Parsonsfield hereby establishes a Planning Board. The Board which has been acting as a Planning Board for the Town of Parsonsfield is hereby reestablished as the legal Planning Board for the purposes of this ordinance. The actions which that Board took prior to the adoption of this ordinance are hereby declared to be the acts of the legally constituted Planning Board of the Town of Parsonsfield.

1. **Election**
2. Board members shall be elected by the regular voters of the Town and sworn by the clerk or other person authorized to administer oaths.
3. A municipal officer may not be a member or associate member.
4. Only residents of the Town may be members or associate members.
5. The Board shall consist of five members and two associate members.
6. The term of each member shall be five years. The terms of office shall be staggered annually.  Then exist until the municipal officers disapprove the recommendation.
7. When there is a permanent vacancy, the municipal officers shall within 60 days of its occurrence appoint a person to serve for the unexpired 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 when a member fails to attend four (4) consecutive regular meetings, 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 board shall immediately so advise the municipal officers in writing. board may recommend to the municipal officers that the attendance provision be waived for cause, in which case no vacancy will.
8. **Organization**
9. 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 a secretary, subject to section 4B below. The term of all offices shall be one year with eligibility for reelection.
10. When a member is unable to act because of conflict of interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson shall designate an associate member to sit in that member's stead.  Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote from the members except the member who is being challenged.
11. An associate member may attend all meetings of the board and participate in its proceedings, but may vote only when he or she has been designated by the chairperson to sit for a member.
12. The chairperson shall call at least one regular meeting of the Board each month.
13. No meeting of the Board shall be held without a quorum consisting of three members or associate members authorized to vote. The Board shall act by majority vote, calculated on the basis of number of members present and voting.
14. The Board shall adopt by-laws for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.

**4.** **Duties and Powers**.

1. The board shall perform such duties and exercise such powers as are provided by Town ordinance and the laws of the State of Maine.
2. The Board may obtain goods and services necessary to its proper function within the limits of appropriations raised at Town Meeting for that purpose.