

# Chapter 201

## Planning Board Rules of Procedure

[**HISTORY:** Adopted by the Planning Board of the Town of Rye 4-14-1998, as amended through 4-9-2019; codification approved 2-11-2020. Subsequent amendments noted where applicable.]

### § 201-1 Authority.

These Rules of Procedure are adopted under the authority of NH RSA 676:1.

### § 201-2 Purpose.

To establish rules guiding all Planning Board functions, including, but not limited to, organization, conduct of meetings, duties of officers and committees, conflict of interest, etc. Each member and alternate shall have his own personal copy of this document and shall become familiar with its contents.

### § 201-3 Officers; committees.

- A. Election of officers. The Planning Board shall elect annually by a majority vote of the Board at its first meeting following the Rye Town Meeting a Chair, Vice Chair and Clerk. All officers shall serve for a one-year term, unless removed earlier by the Planning Board, and shall be eligible for reelection.
- B. Duties.
- (1) Chair. The Chair shall preside over all regular meetings and hearings and shall act as the presiding officer over all hearings; appoint members to such temporary committees as he/she deems necessary or as directed by the Board; act on behalf of the Board on matters authorized by the Board; and perform other duties required of the presiding officer.
  - (2) Vice Chair. The Vice Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on all matters that come before the Board in the Chair's absence.
  - (3) Clerk. The Clerk shall assure that minutes are taken for every meeting, that the minutes are approved and filed with the Town Clerk in a timely fashion, and that an attendance record is kept for all Board members and alternates. The Clerk may, if necessary, sit as Acting Chair.
- C. Committees. The Rye Planning Board shall have the standing committees listed below and any temporary committees as may be designated from time to time by the Chair or the full Board. The purpose of standing committees is to organize and facilitate the work of the Board and to encourage citizen participation in formulating policy. These rules are not intended to delegate in any way the responsibilities for decisions which are assigned by law to the entire Planning Board acting as a body. The four committees identified below shall report to the full Board where final actions will be taken. Committees will consist of three members who may be Planning Board members and/or alternate members. Committee members shall be appointed by the full Board for a one-year term. The full Board will elect the chair of each subcommittee. The committee chair will ensure that minutes are prepared and will furnish copies to the committee members, the Planning Board Chair, Planning and Zoning Administrator, Land Use Assistant and other interested parties. The committee chair will properly notice its meetings in accordance with RSA 91-A and ensure that such notices are at two places, such as the Town Hall and Rye public library, as well as post on the Town website. The committee chair will be responsible for the security of the Town Hall during meetings held after regular business hours.
- (Amended 4/18/2023)**

- (1) Technical Review Committee. This Committee is responsible for and may assist the Board in verifying that conditions of approval have been met before plans are signed by the Chair.
- (2) Long-Range Planning Committee. This Committee is responsible for periodic updating of the Rye Master Plan and for soliciting comments and communication effectively with the Selectmen, boards, commissions, department heads and the public in long-range planning matters. The Committee will report periodically to the full Board concerning its activity and will be responsible for conducting public hearings and final formatting and publication of the updated plans and studies.
- (3) Rules and Regulations Committee. This Committee will be responsible for periodic updating of the Rules of Procedure, the Zoning Ordinance, the Land Development Regulations, the Floodplain Ordinance and, with the assistance of the Building Inspector, the Building Code. Ambiguity and lack of clarity in such rules and regulations should be eliminated where possible. The Committee is encouraged to seek input from Town department heads, including, where applicable, the Board of Adjustment, the Conservation Commission, Public Works, Police and Fire Departments, Board of Selectmen, and Board of Sewer Commissioners, to assist in determination of revisions of regulations and procedures. Proposed changes will be submitted to the full Board periodically and to the public. The Committee will be responsible for final formatting and publication with assistance from Town Counsel.
- (4) The Master Plan Steering Committee: This Committee was created by the Planning Board for a set period of time, commencing on October 2022 and ending on December 31, 2024. This Committee will be responsible for the RFP for a firm to assist the Board with a Master Plan; interview the firm; work with the firm for a Master Plan for 18 months to include meetings, public sessions and assisting the firm to reach this goal. The Committee will consist of two Planning Board members and the Planning Board will appoint 5 members of the public for a total of a 7-member committee. The Committee will report periodically to the full Board concerning its activity and will be responsible for conducting public hearing and final formatting and publication of the updated Master Plan along with its studies. **(Added 4/18/2023)**

§ 201-4 **Meetings.**

- A. Regular meetings. Regular meetings of the Board shall customarily be held in the lower meeting room of the Rye public library, 581 Washington Road, at 6:00 p.m. on the third Tuesday of each month. The Chair may cancel a regular meeting if there are no subdivision or site review applications pending and if, in his/her opinion, there is no other urgent business pending or if a quorum of Board members will not be present. The Board may schedule its monthly meeting on days other than the third Tuesday of a particular month for cause such as conflicts with holidays or other meetings of local interest or an anticipated unavoidable absence of a quorum. **(Amended 4/18/2023)**
- B. Other meetings. The Board may meet at other times at its own discretion or at the call of the Chair, provided every member has at least 24 hours' notice of the meeting, excluding Sundays and legal holidays. Work meetings may be held on the call of the Chair or at the request of three primary Board members, provided public notice and notice to each member is given in accordance with RSA 91-A:2, II.
- C. Public meetings.
  - (1) Every attempt will be made by the Board to receive testimony at a public hearing and render a decision on all applications in a timely manner. If, in the opinion of the Chair, it appears that all of the business of a regular meeting cannot reasonably be started before ~~10:00 p.m.~~ **9:00 p.m.**, with the concurrence of a majority of the Board members present, the Board at its discretion may opt to defer action on such application(s) which business cannot be completed to the next scheduled Board meeting. In special circumstances, the Board may elect, by a majority of the Board, to hold a

special meeting outside the normal meeting schedule to accommodate the applicant, Board members, and other parties that may be affected and to comply with New Hampshire law.

- (2) The Board will not ordinarily commence consideration of an application or other matter filed by an applicant or other member of the public after 8:00 p.m. and the meeting shall end no later than 9:00 p.m. unless a majority of Board members present waive these provisions. However, if the applicant or any abutter objects to the Board hearing a specific case after 9:00 p.m., then the Board will table that application until the next regularly scheduled meeting, unless the failure to do so would constitute a violation of RSA 676:4. **(Amended 4/18/2023)**

- D. Nonpublic meetings. All meetings of the Board shall be open to the public except for nonpublic sessions which shall be held in accordance with RSA 91-A:3 (the Right-to-Know Law). Before entering into a nonpublic session, the Board shall, in public session, cite one of the specific statutory reasons for the nonpublic session by a motion with the roll call vote to be recorded. While in nonpublic session, the Board is limited to consideration of the subject which was the reason for entering the nonpublic session. Minutes of nonpublic sessions must be maintained and be disclosed to the public as prescribed by statute, unless 2/3 of the members vote to seal the minutes after a determination that divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board itself or render the proposed action ineffective.
- E. Public notice. Public notice of all Board and committee meetings shall be posted at two public places, such as the Town Hall and/or the Rye public library or the Town of Rye website, at least 24 hours before the meeting, excluding Sundays and legal holidays, and on the Town website. Notice shall include the agenda of said meeting. New Hampshire RSA 91-A:2 shall be followed with every notice. Such public notice will be in addition to any notice required by RSA 676:4. **(Amended 4/18/2023)**
- F. Quorum. A quorum for all meetings of the Board shall be four members, including alternate members sitting for primary members. If any primary member is absent from any meeting or hearing or disqualifies himself/herself from sitting on a particular case, the Chair shall designate an alternate member to sit in place of the absent or disqualified member. Such alternate member shall be in all respects a full member of the Board while so sitting.
- G. Meeting attendance.
  - (1) Six members are elected and up to five alternates are appointed, plus the Selectmen's representative, to serve the Town diligently in all Planning Board matters. Multiple meetings and hearings are frequently required before final Board action can be taken on an application. Continuous failure by regular members, as well as alternates, to attend these meetings can result in serious information gaps causing an inadequate basis for decision making. In view of the ninety-five day processing limit imposed by state statutes, and in fairness to both the applicant and the Town, Planning Board members and alternates must be in attendance.
  - (2) Chronic absence (missing 30% or more of the regular meetings/hearings in a four-month period without proper cause) shall be handled as follows:
    - (a) First instance. A written notice of poor attendance shall be sent to the member/alternate by the Chair.
    - (b) Second instance. If the member/alternate does not resign, the Board may, upon the vote of five or more members, recommend removal to the Board of Selectmen in accordance with RSA 673:13. In addition, the Clerk shall post attendance records of each member/alternate in a public place.

- H. Designation of sitting alternates. If any member of the Board is absent from any meeting or hearing or disqualifies himself from sitting on a particular matter, the Chair shall designate one of the alternate members to sit in place of the absent or disqualified member and such alternate shall be, in all respects, a full member of the Board while so sitting. Only a duly appointed Selectmen's alternate may sit for an absent Selectmen's representative. The Rye Planning Board follows the practice of allowing all alternates present at a meeting to fully participate in discussions, even if an alternate is not seated in place of an absent member. Alternates are strongly encouraged to attend all meetings and review relevant submittals such that the alternate is familiar with the record on an application should that alternate be called to sit for an absent member.
- I. Order of business. The order of business for regular meetings shall be as follows:
- (1) Call to order.
  - (2) Designation of sitting alternates.
  - (3) Minutes of prior meeting(s).
  - (4) Submittal of applications for determination of completeness.
  - (5) Public hearings.
  - (6) Nonpublic hearings (lot lines, conceptual).
  - (7) Committee reports.
  - (8) Communications/miscellaneous.
  - (9) Public comment.
  - (10) Adjournment.
- J. Minutes. All minutes of meetings will be completed and filed with the Town Clerk within five business days of the meetings. (RSA 91-A:2; RSA 676:3, II)
- K. Notice of decision. A notice of decision formalizing the Board's actions including any conditions of approval must be prepared, signed by the Chair, and available for the public within five business days. (RSA 676:3, II)

**§ 201-5 Rules of order.**

In the conduct of its meetings, the Board shall follow parliamentary procedure except that the Chair may second and vote upon motions. For guidance, the appendices to these rules contain tables setting forth the priority of motions under parliamentary procedure and a description of some common motions and voting procedures.

**§ 201-6 Conduct of public hearings.**

- A. The Planning Board shall open the public hearing on an application after the Board has accepted the application. (RSA 676:4, I(c)). The Chair shall call the hearing to order and inform the public of the subject matter of the hearing. He/she shall state for the record the compliance with all applicable public and/or personal notice requirements. He/she shall summarize the Board's public hearing guidelines, which are part of the appendices to these rules.
- B. For hearing of applications, the applicant or designee shall be requested to present his/her plan and explain it to all present.

- C. As applicable, the Board's Technical Review Committee and the Planning Board Engineer and/or consultants should give their report on the subject matter of the hearing.
- D. Board members and alternates may ask questions at any point during the hearing.
- E. Public testimony.
  - (1) Each person who speaks shall be required to state his/her name and address.
  - (2) For hearings on applications, each person who speaks shall state his/her interest in the application. In accordance with NH RSA 676:4, I(e), the Board may limit testimony at hearings to applicants, abutters and persons with a direct interest.
  - (3) The Chair shall first ask for questions from the public about the subject matter of the hearing. All questions shall be addressed through the Chair.
  - (4) The Chair shall next ask for statements from those against the application of the proposal being considered.
  - (5) The Chair shall next ask for statements from those in favor of the application of the proposal being considered.
  - (6) The Chair shall then permit rebuttal testimony in the order set forth above, beginning with the applicant.
- F. The Chair may adjourn the public hearing when there is no further testimony from the public, when the public is out of order, or when the testimony has become unduly repetitive.
- G. By majority vote of those present, the Board may continue a hearing to another specific time, date and place.

**§ 201-7 Conflicts of interest.**

Conflicts of interest shall be governed by RSA 673:14, which is incorporated in this section by reference. Any applicant, abutter or interested party may raise a conflict of interest question to the Board, in which case the procedure of RSA 673:14 shall be followed.

**§ 201-8 Ex parte communications.**

- A. Board members, including alternates and committee members, shall bear in mind the quasi-judicial nature of their duties and shall avoid and/or report any attempts by the applicant(s) or other interested persons or parties to hold ex parte communications. Ex parte communications include, but are not limited to, verbal or written communications between a Board or committee member and an (i) an applicant, (ii) an abutter, (iii) surveyor, engineer, architect, or similar design professional, or (iv) other member of the public regarding the substance or merit of an application. **(Amended 4/18/2023)**
- B. Board members shall not give advice to applicants or potential applicants or their agents on how to present their case to the Board. Board members shall not give advice to persons who may be opposing applications on how to argue their opposition before the Board. Recognizing that Rye is a small town where Board members may know or be neighbors of or be friends with many Town residents, Board members should respond to requests for advice in the following manner: "I'm sorry, I know that we are friends, but I sit on that board. It is a quasi-judicial board, and I cannot give you advice on how to proceed. The rules of the planning board prohibit that, and I could be removed from the board for violating the rules."

§ 201-9 **Filling Board vacancies.**

- A. Elected members. The Planning Board shall appoint someone to fill a vacant elected position on the Board for a period until the next municipal election, at which time someone shall be elected to fill the unexpired term or start a new term, as appropriate. Consideration shall be given to alternate members.
- B. Alternate members. The Planning Board, which under RSA 673:6, II, is the appointing authority for alternate members, shall appoint someone to fill a vacant alternate position on the Board for an unexpired term.

§ 201-10 **Removal of members.**

Removal must follow RSA 673:13.

§201-11 – **Grants.** In the event the Planning Board submits a grant application pursuant to its authority to receive grants per RSA 673:16. I, a Planning Board submission should be signed and dated by the Board chair and include an attachment of the minutes of the meeting at which the Planning Board authorized the grant application. Such grant(s) received by the Planning Board pursuant to RSA 673:16.I shall be administered in accordance with the Town of Rye purchasing policies. The Long-Range Planning Committee may select the winning bidder for recommendation to the Planning Board. The Planning Board and the Select Board will authorize the winning bidder. **(Added 3-18-2023)**

§ 201-12 **Amendments.**

- A. Amendments to these rules are to be prepared by the Rules and Regulations Committee and may be proposed by motion at a regular meeting of the full Board. Said motion, if seconded, shall automatically be tabled until the next regular meeting, and all members shall be notified of the pending motion.
- B. Enactment. Amendments may be enacted upon affirmative vote of five lawfully seated members.

**Attachments:**

[Attachment 1 - Parliamentary Procedure and Glossary](#)

# PLANNING BOARD RULES OF PROCEDURE

## 201 Attachment 1

### Town of Rye

#### Parliamentary Procedure and Glossary

##### **Purpose:**

To provide a glossary of the common terms used in parliamentary procedure along with the principal rules governing motions.

##### **Benefit:**

To familiarize you with the terms used in the National board of directors meetings as well as providing you a general understanding of the rules followed to manage motions during the business portion of the meeting.

##### **Steps:**

##### **Glossary**

The following are common terms used in meetings run according to the laws of parliamentary procedure.

Abstain	To decide not to vote on an issue. To abstain, the member answers "present" or "abstain" in a roll-call vote.
Accept	To pass a motion; <i>adopt</i> is the preferred term.
Accept a Report	Adopting a report, not just receiving it.
Adjourn	To end a meeting officially. Adjournment is accomplished either by direct vote or by unanimous consent. It is not a debatable motion and requires a second.
Adjourn sine die	To adjourn <i>without day</i> . The term usually refers to the close of a session several meetings.
<i>Adopt</i>	To pass a motion; the preferred term to use, instead of accept or agree to.
Agenda	A list of items of business that the people attending a meeting consider. An agenda has a specific arrangement and content.
Agree to	To pass a motion; <i>adopt</i> is the preferred term.
Amend	To change a resolution or a motion by adding, striking out, or substituting a word or phrase. The motion requires a second, is debatable, can be amended, requires a majority vote, and can be reconsidered.
Amend the Amendment	A motion pertaining to the amendment to which it is attached; it must be disposed of before another amendment can be added. No more than two amendments can be considered by the assembly at the same time. The motion requires a second, is debatable, can be amended, requires a majority vote, and can be reconsidered.
Amend the Main Motion	A motion that must be voted on before a vote is taken on the original motion. The motion amendment must pertain to the motion to which it is attached. Passing an amendment does not pass the original motion. The motion requires a second, is debatable, can be amended, requires a majority

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	vote, and can be reconsidered.
Appeal	A question by a member of the assembly or a convention delegate about a decision by the chair. It is used when the member believes that an error in parliamentary procedure has occurred. An appeal must have a second, is debatable, requires a majority vote, can be reconsidered, and can interrupt. The decision of the chair is sustained by a majority vote or a tie vote.
Assembly	An organized group of people meeting to conduct business.
Assembly rules	Rules that an assembly establishes. Assemblies operate more fairly and smoothly if certain rules are always included and if some rules are easier to set aside than others. The four main types of rules are <i>corporate charter, by-laws or constitution, rules of order, and standing rules.</i>
Ballot	A written vote that assures the secrecy of an individual's election decision.
Board	An administrative, managerial, or quasi-judicial body of officials who are elected or appointed and given specific authority to set policy for an organization. A board, unlike a committee, is considered to be a form of assembly; there is no minimum size and its function is determined by the powers delegated by the organization. Boards are often much smaller than deliberative assemblies. In order for an executive board to function smoothly, the bylaws of the organization must specify its composition, duties and meeting schedule.
Bylaws	A set of rules by which an organization conducts business; an organization's laws. The bylaws may not be suspended but they can be amended. The term comes from the Danish laws set up for the <i>bye</i> or town.
Call for orders of the day	A motion that brings to the chair's attention the fact that a specific item of business was due to come up in the meeting at a specific time. The motion can interrupt and the chair decides the outcome.
Candidate	Person seeking elected office. The term comes from the white toga worn by candidates in ancient Rome.
Chair	Presiding officer of an organization, usually the same as the president. The chair may also be called the <i>chairman, chairwoman, president, or presiding officer</i> depending on the will of the majority of people in an organization. The term comes from the honored place for the king or his deputy to sit when there is only one seat available. To reflect the use of gender-free language, the nonsexist form of address such as <i>chair</i> rather than <i>chairman</i> is gaining in popularity. Each particular organization decides which terms of address will be used.
Commit	<i>See Refer.</i>
Committee	A group of members elected or appointed by an organization to consider or take action on a specific subject. Unlike a board, a committee is not considered to be a form of assembly.



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<b>Committee of the whole</b>	A committee of the entire assembly, under a provision of parliamentary law that enable the assembly to operate by committee rules, which are less stringent. Alternate forms are the <i>quasi committee of the whole</i> and <i>informal consideration of a question</i> .
<b>Consensus</b>	The term used to denote general agreement or unanimity of feeling within a group. The concept plays an important part in meetings held by Quakers and Native Americans who seek to reach decisions by finding positions that all members can accept.
<b>Consent</b>	A provision in the election process that allows for consent without having a formal vote. Also called <i>unanimous consent</i> or <i>general consent</i> .
<b>Constitution</b>	The rules that apply to a particular organization. The terms <i>bylaws</i> and <i>constitution</i> are often used interchangeably, although the term <i>bylaws</i> is used more commonly.
<b>Convention</b>	An assembly of delegates selected specifically to represent a larger group of people in an assembly at one session. In most cases, a local organization will select delegates to attend a national or international meeting of the group. Only those delegates who have the proper credentials are allowed to vote at a convention; at the end of the convention the assembly is disbanded.
<b>Convention rules</b>	Rules determined by the delegates to a convention. Convention rules provide an orderly procedure to accomplish business most efficiently within a Convention period. A two-thirds vote is required for adoption of convention rules and for any later change after the rules have been adopted. The motion must have a second, is debatable, and can be reconsidered.
<b>Corporate charter</b>	A legal document that includes the information necessary to incorporate the organization under state or federal law.
<b>Debate</b>	The act of discussing the merits of a specific question.
<b>Decorum</b>	Rules of behavior in a debate. This includes refraining from attacking someone's motives, addressing all remarks through the chair, avoiding the use of members' names, speaking only for your own motion, and refraining from disturbing the assembly.
<b>Deliberative assembly</b>	A number of people gathered to discuss an issue of importance to the entire group. The group operates on its own to reach a consensus. All members have the right to speak and to reach their own decisions on the issues. The term also describes a gathering in which parliamentary law can be applied. The term was first defined by Edmund Burke at Bristol in 1774.
<b>Divide a motion</b>	A motion to consider a long or complex main motion, such as a series of resolutions, in individual sections rather than as one whole motion. It can help members understand the issues under discussion and make more informed decisions and rulings. The motion requires a second, can be amended, and needs a majority vote to pass.

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<b>Division</b>	A demand that a vote be retaken. Division can be ordered by the chair of a meeting or by individual delegates. It can interrupt debate or discussion.
<b>Division of the question</b>	Separating the parts of a motion to be considered and voted on as if they were separate motions. The issue arose in 1640 during debate over the election of two knights. The issue was codified in 1888, when voters were required to leave the room.
<b>Ex officio</b>	People who are members of a board or committee by virtue of holding an office in the organization. Depending on the organization's bylaws, the ex officio member may have all the rights of a regular member (such as making motions and voting) but none of the obligations.
<b>Extend debate</b>	To officially extend the amount of time that members have to debate an issue. The motion needs a second; can be amended, requires a two-thirds vote, and can be reconsidered.
<b>Floor</b>	The right of a person to speak to people at a meeting and have their undivided attention. A member or a delegate recognized by the chair is regarded as "having the floor."
<b>Gavel</b>	A small mallet that represents the authority of the presiding officer. Many chairs open and close a meeting by rapping once or twice with the gavel.
<b>Incidental Motions</b>	Motions that relate to the pending business or to the business on the floor.
<b>Lay on the table</b>	See Table.
<b>Legislative body</b>	A group of people elected for a specific term of office to make laws. Congress and a state legislature are examples of legislative bodies.
<b>Limit debate</b>	To officially restrict the amount of time that members may talk about an issue. The motion needs a second, can be amended, requires a two-thirds vote, and can be reconsidered.
<b>Main motion</b>	A method of introducing new business to an assembly. Only one main motion can be under consideration at a time. The motion requires a second, can be debated and amended, requires a majority vote to pass, and can be reconsidered.
<b>Majority</b>	More than half of the members present and voting on an issue. The people who do not vote are not counted in the final tally.
<b>Mass meeting</b>	A gathering of an unorganized group which has been called to address a particular problem and is open to anyone who has an interest in the issues being discussed. Despite its name, a mass meeting does not have to be a large gathering; on the contrary, there may be relatively few people in attendance.

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<b>Meeting</b>	Members assembled to transact business.
<b>Minutes</b>	The record of the proceedings of a deliberative assembly. The term comes from the journal of proceedings of Parliament, given legal status in the courts under Queen Elizabeth I in 1580.
<b>Motion</b>	A proposal for action by the group. Motions are introduced with the words "I move that _____", with the specific motion filling in the blank. Each motion requires a second, can be debated and amended, requires a majority vote to pass, and can be reconsidered.
<b>Motion on voting</b>	A motion that proposes that a vote be taken in a specific way. A motion on voting needs a second, can be debated and amended, requires a majority vote to pass, and can be reconsidered.
<b>New business</b>	Items that do not correctly belong under other classes of business introduced to the membership for the first time.
<b>Objection</b>	A term used when a member is strongly opposed to the main motion. A member can then rise and call out, "Mr. [or Madam] Chair, I object to the consideration of that question," immediately after it has been stated by the chair. Do not confuse this action with the phrase "I object"; the only time that should be used is when the chair attempts to pass a motion by unanimous consent and someone objects to doing so.
<b>Order of business</b>	The order in which the items on the agenda are discussed at the meeting. The order of business helps ensure that all items are dealt with in a fair and timely manner.
<b>Order of the day</b>	A privileged motion by which a member can demand that the meeting follow its agenda.
<b>Organized society</b>	A gathering of people who belong to an organization that meets on a regular basis. The members of an organized society may undertake civic, charitable or political projects, for example.
<b>Parliament</b>	An important meeting held for the purpose of a discussion. The first official record of a parliament occurred in England in 1258. At that time, a parliament was used for the king's business and for handling the state of the realm. The term comes from the French word <i>parler</i> , to speak.
<b>Parliamentary inquiry</b>	A request for an immediate answer to a question concerning parliamentary law. It is directed at the chair, which may turn to the parliamentarian (if the organization has a person in that role) for assistance. The motion can interrupt and the chair decides the outcome. It cannot be appealed because it is an opinion, not a ruling.
<b>Pending business</b>	Business that is before the assembly for its consideration.

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<b>Plurality</b>	The largest number of votes given any candidate when there are three or more choices. A plurality does not have to be a majority of votes received by anyone of the candidates.
<b>Point of Information</b>	A request for an immediate answer to a question concerning the background or content of a motion or resolution. It is directed at the chair. The information requested pertains to the business on the floor, not parliamentary procedure (covered under Parliamentary inquiry). A point of information can interrupt debate or discussion, the chair decides the outcome.
<b>Point of order</b>	A motion raised against any proceeding or motion that the member decides is in violation of the rules. A point of order can interrupt debate or discussion, but it must be raised at the time of the alleged infraction. The chair rules on the validity of the order. This ruling can be appealed.
<b>Postpone indefinitely</b>	A motion to reject the main motion in a decorous manner. If this motion is passed, the main motion cannot be brought up again in its original form at that particular session. The motion requires a second, can be debated, needs a majority vote to pass, and can be reconsidered.
<b>Postpone to a certain time</b>	A motion to defer consideration of a main motion and all attached motions until a future date. At that time, the matter will be brought up again under the heading Unfinished Business. The motion requires a second, can be debated and amended, needs a majority vote to pass, and can be reconsidered. To make sure that the motion gets priority consideration, it should be made a <i>special order</i> , in which case it requires a two-thirds vote to pass.
<b>Precedence of motion</b>	The claim of a motion to "the right of way" over another motion.
<b>Previous question</b>	A motion to close debate and vote immediately on a motion. Moving the previous question requires a second, is not debatable, and needs a two-thirds vote for adoption. This requires two separate votes: one to call the question, and one to deal with the original motion.
<b>Previous question in its entirety</b>	A motion to close debate on a main motion (a resolution and all pending questions), It needs a second and a two-thirds vote for adoption, and it can be reconsidered.
<b>Privileged motions</b>	Motions that have to do with pressing matters of importance. As such, these motions can interrupt any business on the floor. There are five privileged motions, and they fit into an order of precedence.
<b>Program</b>	The agenda for a specific meeting, including time for speakers, meals, and other social matters.
<b>Pro tem</b>	A term meaning <i>temporary</i> .
<b>Proxy</b>	The practice of authorizing one person to act as the deputy or substitute for another, or the written authorization empowering another person to vote or

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	act for the signer.
Quasi committee of the whole	A variation of a <i>committee of the whole</i> . It enables the assembly to function under committee rules, which are less stringent than assembly rules. A quasi committee of the whole is suitable for organizations with memberships of approximately 50-100 members.
Question of personal privilege	A request for the immediate consideration of a matter that affects the comfort, safety, or orderliness of a member.
Quorum	The number of members needed to conduct business. A quorum is established by the bylaws of an organization.
Rank of motion	<i>See Precedence of motion.</i>
Recess	A short break or intermission in a meeting. Most commonly, a recess is used when the meeting has lasted for a long time and people need a break, but it is also used when the board needs time to conduct some business, such as counting votes. The motion to take a recess needs a second, may be amended, and is passed by majority vote.
Reconsider	A motion to review a previous decision and to vote on it again. It must be made by a person who voted on the prevailing (winning) side, and it may not be moved more than once on the same motion. The motion needs a second, can be debated, and requires a majority vote.
Refer to committee	A motion to have the chair create a committee for the purpose of conducting research and reporting its findings back to the group. The chair may also refer the matter to an existing committee rather than create a new committee. The motion needs a second, can be debated and amended, requires a majority vote, and can be reconsidered.
Regular meeting	The scheduled meeting of an organization.
Rescind	A motion to nullify a vote taken at a previous meeting. It can be made by any member, but only if no action has been taken on the motion. The motion must be seconded, can be debated, amended, and reconsidered, and requires a two-thirds vote for adoption without previous notice.
Roll call	To call the names of the members of an organization. Also, a method of voting.
Rules of order	The parliamentary rules that an organization follows. The rules of order pertain to parliamentary law, in general; the bylaws refer to the specific workings of the organization. As such, the rules of order can pertain to nearly all organizations; the bylaws are, specific to one. Most organizations adopt rules of order by specifying which book of parliamentary law to use.

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Second	An indication that a member wants a motion discussed by the membership. The member says, "I second the motion" or "second."
Session	A meeting or a group of meetings devoted to a single order of business, in which each meeting continues the work of the one before it.
Special committees	Committees appointed for a particular purpose, which cease to exist once that purpose has been served. They are also called <i>select</i> or <i>ad hoc</i> committees.
Special meetings	Meetings called to discuss a specific topic or topics. Only those items indicated in the meeting notice may be discussed.
Standing committees	Committees that have a continued existence.
Standing rules	Additional rules adopted by an organization to cover the day-to-day workings of the group.
Subsidiary motions	Motions that help dispose of main motions.
Table	A motion to place a main motion and all pending amendments aside temporarily (to Lay on the Table), with the intention of bringing them back at a later time for action. The motion requires a second, is not debatable, cannot be amended, and requires a majority vote. Tabling a motion cannot be used to defeat a main motion by disposing of it permanently.
Take a recess	<i>See Recess.</i>
Take from the table	A motion to bring a previously tabled motion back before the assembly. It requires a second, is not debatable, cannot be amended, and requires a majority vote.
Tellers	Members selected to tally votes.
Time and place at which to adjourn	A motion that provides for the time and place of the next meeting (Fix the Time at which to Adjourn). It is usually imposed only when a temporary organization does not have a regular meeting schedule. Passing this motion does not serve to adjourn the meeting. The motion requires a second and a majority vote to pass.
Treasurer's report	The financial report of an organization.
Two-thirds vote	A method of voting in which twice as many people vote yes as those who vote no. For instance, assume there are 100 people in a meeting and only 15 vote. If 10 vote yes and 5 vote no, the motion will be passed by a two-thirds vote.
Unanimous consent	A situation when no one objects to a motion. Unanimous consent can also be called <i>general consent</i> .
Unfinished business	Any matter that may have been pending at the time that the previous meeting was adjourned. It also includes any questions that may have been

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	postponed to the present meeting.
<b>Withdraw a motion</b>	A situation when a person who makes a motion decides to take it back. A person may withdraw a motion by merely requesting to do so up until the time it is stated by the chair. After the chair has stated the motion, the person who made it can withdraw it only by the consent of the members. The motion must have a second, and a majority vote to pass; it can interrupt and be reconsidered.

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PRINCIPAL RULES GOVERNING MOTIONS

Order of Precedence	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?	Applies to what other motions?	Can have what other motions applied to it?
<b>PRIVILEGED MOTIONS</b>							
1. Adjourn	No	Yes	No	No	Majority	None	None
2. Recess	No	Yes	Yes	Yes	Majority	None	Amend
3. Question of privilege	Yes	No	No	No	None	None	None
<b>SUBSIDIARY MOTIONS</b>							
4. Postpone Temporarily (Table)	No	Yes	No	No	Majority	Main Motion	None
5. Close Debate	No	Yes	No	No	2/3	Debatable Motions	None
6. Limited Debate	No	Yes	Yes	Yes	2/3	Debatable Motions	Amend
7. Postpone Definitely	No	Yes	Yes	Yes	Majority	Main Motion	Amend, Close Debate, Limit Debate
8. Refer to Committee	No	Yes	Yes	Yes	Majority	Main Motion	Amend, Close Debate, Limit Debate
9. Amend	No	Yes	Yes	Yes	Majority	Rewordable Motions	Close Debate, Limit Debate
<b>MAIN MOTIONS</b>							
10A The Main Motion	No	Yes	Yes	Yes	Majority	None	Specific Main, Subsidiary
<b>10B Specific Main Motions</b>							
Reconsider	Yes	Yes	Yes	No	Majority	Main Motion	Close Debate, Limit Debate
Rescind	No	Yes	Yes	No	Majority	Main Motion	Close Debate, Limit Debate
Resume Consideration	No	Yes	No	No	Majority	Main Motion	None

INCIDENTAL MOTIONS

No Order of Precedence	Can Interrupt?	Requires Second?	Debatable?	Amendable?	Vote Required?	Applies to what other motions?	Can have what other motions applied to it?
<b>MOTIONS</b>							
Appeal	Yes	Yes	Yes	No	Majority	Decision of Chair	Close Debate, Limit Debate
Suspend Rules	No	Yes	No	No	2/3	None	None
Consider Informally	No	Yes	No	No	Majority	Main Motion	None
<b>REQUESTS</b>							
Point of Order	Yes	No	No	No	None	Any error	None
Parliamentary Inquiry	Yes	No	No	No	None	All Motions	None
Withdraw a Motion	Yes	No	No	No	None	All Motions	None
Division of Question	No	No	No	No	None	Main Motion	None
Division of Assembly	Yes	No	No	No	None	Indecisive Vote	None

Summary:

This is intended to be a guideline. The meeting leaders will guide you through the parliamentary process used during the board meetings.



## PLANNING BOARD RULES OF PROCEDURE

### Guidelines for Public Hearings:

<u>Time Guidelines:</u>	<u>Activity</u>
2 Minutes	Introduction by Chairperson
13 Minutes	Presentation by Applicant
5 Minutes	Questions by Board Members (Limited to questions of Understanding or intent)
15 Minutes	Abutter's testimony
14 Minutes	Rebuttal process
11 Minutes	Deliberation of Board
<hr/> 60 Minutes	