

## *Planning Board Attendance Policy*

Purpose:

Members are expected to voluntarily adopt the Planning Board's Attendance Policy for the purpose of:

- Ensuring a quorum of members will be present to conduct the Board's business;
  - Promoting fair, informed and expeditious review of applications;
  - Providing for the full benefit of a variety of viewpoints and opinions in deliberation and discussion;
  - Using each review and discussion as an opportunity to become familiar with the details and complexities of Camden's Zoning Ordinance and Comprehensive Plan;
  - Distributing equitably among members the assignments to subcommittees, attendance at outside workshops, and the work involved in special projects assigned to the Board;
- and
- Promoting good will among members.

This non-mandatory policy is as follows:

1. Planning Board Members are expected to attend each meeting which begins promptly at 5:00 pm on the first and third Wednesdays of each month.
2. Absences due to illness, accidents, family emergencies or similar unanticipated situations are excused. When possible, members should call the Code Office prior to the meeting to inform the CEO that they will not be attending.
3. Absences *not* due to illness, accidents, etc., are generally not excused.
4. A member is granted no more than three unexcused absences in a year after which the Chair may ask the member for a re-commitment to adhering to this policy.
5. If a member continues to be absent without excuse or explanation the Board as a whole may vote to:
  - Request that the member consider submitting his or her resignation to the Select Board so a new member, committed to serving the public as a fully participating member of the Board, can be appointed; or
  - Recommend to the Select Board that the member not be reappointed to the Board.