

Enfield Planning Board By-Laws

**Approved May 4, 2005
Amended April 3, 2008 and December 9, 2015¹**

1. This Board shall be known as the Enfield Planning Board.
2. The Board shall consist of five members, one or more of the members of the Planning Board may be an agricultural member¹. All members shall reside in the Town of Enfield.
3. Members of the Planning Board shall be appointed by the Enfield Town Board, in consultation with existing members of the Planning Board.
 - A. Members of the Planning Board can be chosen from all interested members of the community. Previous experience is not a criterion. Interest shall be the major determining factor, and a valid demonstration of that interest shall be attendance at one or more (preferably more) meetings of the Board.
 - B. Prospective members should submit a letter of interest, with some general notes as to their time of residence, areas of knowledge and anything else they feel would support their appointment.
 - C. Planning Board members will make recommendations for new members to the Town Board based on meeting the prospective member[s] and reviewing their letter of interest.
4. The full term for a member shall be seven (5) years. When a member resigns, a new member shall be appointed to fill out the remainder of that term, rather than being appointed to a full seven-year term. There are no term limits for members.
5. Members with three consecutive unexcused will be removed from the Board.
6. The Planning Board will meet monthly with a consistent day, time and location to be determined at the first meeting of the year and will publish a calendar of this meeting schedule. Meetings may be cancelled at the discretion of the Chair.
7. All meetings of the Planning Board are public and subject to the Public Meetings Law.
8. The Planning Board shall have a Chairperson to run the meetings, a Vice Chairperson to act on behalf of the Chair in his or her absence, and a Secretary to keep a record of proceedings.
9. At the discretion of the chair, a meeting may have a period for comments and statements from the public, to be known as "Privilege of the Floor". A time limit may be imposed at the discretion of the Chair.
10. The basic tasks of the Planning Board shall be to work on any tasks deemed necessary and proper under the laws and based on requests of residents, the Town Board and other authorities in the Town.
11. The Planning Board shall inform the residents of Enfield of their deliberations and actions by posting agendas at the Town Hall and on the Town web site and making minutes available from the Town Clerk and the Town web site and shall report to the Town Board from time to time of the same.

¹ By-laws amended in accordance to Enfield Local Law 3 of 2015 approved by Enfield Town Board December 9, 2015.

12. These By-Laws may be modified, re-written or annulled at any time by motion or vote of a majority on the Planning Board.