

**PLANNING BOARD RULES OF
PROCEDURE TOWN OF HILLSBOROUGH,
NEW HAMPSHIRE**

ARTICLE I. AUTHORITY

- 1.1 GOVERNANCE.** The Planning Board of the Town of Hillsborough shall be governed by the provisions of all applicable State statutes, Town regulations and these rules.
- 1.2 AUTHORITY.** These rules are adopted under the authority of New Hampshire Revised Statutes Annotated (RSA) 676:1.

ARTICLE II. MEMBERS

- 2.1 DEFINITION OF BOARD.** As used in these rules, the term "Board" shall mean the Planning Board duly established by the Town of Hillsborough in March 1958 under the authority of RSA Chapter 673, and as expanded in March 1959.
- 2.2 REGULAR MEMBERS.** The Board shall consist of seven members, six of whom shall be elected by the Town per RSA 673:2, II (b), and shall be termed Regular Members. The seventh member of the Planning Board shall be the Selectmen's ex officio. Members of the Board shall conform to the limitations on multiple membership set forth in RSA 673:7.
- 2.3 ALTERNATE BOARD MEMBERS.** The Board shall appoint not more than five Alternate Members, who serve for terms of three years each, per RSA 673:6, II. Such appointments may be made by a majority vote of the Board at any scheduled meeting.

Alternate Members of the Board shall join the Regular Members in all presentations, public hearings, and discussions except that such Alternates may not vote on any proposal or motion before the Board unless so directed by the Chairperson.

In the absence of any Regular Member, except the Ex-officio Member of the Board of Selectmen, the Chairperson shall appoint an Alternate to fill such vacancy. The Chairperson, on a rotating basis, with the Secretary keeping a record of such appointments, shall appoint the Alternates to fill such vacancy. Said Alternate shall then act as a Regular Member.

- 2.4 EX-OFFICIO MEMBER.** The Ex-officio Selectmen member, and an Alternate for the member, will be appointed annually by the Town's Board of Selectmen, per RSA 673:2, II(b) and 673:6, III. The Ex-officio Member, or the Alternate for that member, will have the same voting rights as a Regular Member.

2.5 VACANCIES. Vacancies in the membership of the Board, occurring other than through the expiration of a term of office, will be filled as follows (RSA 673:12):

- A. For a Regular Member, through appointment by the remaining Board members until the next regular town election, at which time a successor will be elected either to fill the unexpired term or to begin a new term, as appropriate.
- B. For an Ex-officio Selectman Member or Alternate, through appointment by the Selectmen for the unexpired term.
- C. For an Alternate Member, through appointment by the Board for the unexpired term.
- D. In the case of a vacancy for a Regular or Alternate Member, the position shall be posted on the Town website for a minimum of two weeks so that potential candidates may express their interest in serving on the Board. The candidate will submit a letter of interest, including their qualifications, to the Planning Director who will forward such letter on to the Board for consideration. The candidate will be invited to the next regularly scheduled meeting for an interview, which shall be included on the agenda.

2.6 REMOVAL AND RESIGNATION OF MEMBERS. The Board of Selectmen may remove a Regular Member after a public hearing upon written findings of inefficiency, neglect of duty, or malfeasance in office. An Alternate Member may be removed by the Planning Board after a public hearing for the same reasons stated in the preceding sentence, per RSA 673:13, I-II. A member may resign at any time by notifying the Chairperson in writing.

2.7 ATTENDANCE: A Member may be excused for nonattendance of a meeting or hearing for valid reasons. The member shall notify the Chairperson or Planning Director prior to the meeting or hearing. The Board may, in unusual circumstances, grant a leave of absence not to exceed six months.

2.8 SEMINARS, EDUCATIONAL CLASSES & MATERIAL: In compliance with RSA 673:33-a, Planning Board Members upon approval of the Chairperson may take seminars, educational classes, order books, periodicals, maps or any other material deemed necessary and proper in the performance of a member or member's duties. The member or members shall report back to the Chairperson and share with the other board members the results of the seminars, educational classes or material.

ARTICLE III. OFFICERS AND DUTIES

3.1 ELECTION OF OFFICERS. At the first Board meeting after the Town election, the Board shall elect a Chairperson, a Vice-Chairperson and a Second Vice-Chairperson from the voting Regular Members, and such other officers, as it may deem necessary. In case of failure to elect at the time specified, the election shall take place at the next

meeting. All officers shall be elected by a majority vote. Officers shall hold their respective offices for a term of one year. The Ex-officio Selectmen Member may not serve as an officer.

- 3.2 DUTIES OF THE CHAIRPERSON.** The Chairperson shall call the meeting to order, preside over all meetings and hearings of the Board, provide direction to the Board, rule on all questions not resolved by the bylaws or by statutes or regulations, help establish agendas for meetings, appoint any committees found necessary to carry out the business of the Board, affix their signature in the name of the board on all Notices of Decision, and otherwise supervise the business and affairs of the Board.

The Chairperson may delegate his or her responsibilities for specific tasks to other Regular Members of the Board but may not abdicate the general responsibilities of the position.

The Chairperson may present to the Board such matters as in the Chairperson's judgment require attention.

The Chairperson shall exercise a general supervision over the business, papers, and property of the Board and shall execute all formal documents on behalf of the Board.

The Chairperson shall serve as the primary liaison to the media, town staff and consultants, as well as represent the Board at meetings with other Town and State officials.

- 3.3 DUTIES OF THE VICE CHAIRPERSON.** The Vice Chairperson shall assume the duties and powers of the Chairperson in the Chairperson's absence.

- 3.4 DUTIES OF THE SECOND VICE CHAIRPERSON.** The Second Vice-Chairperson shall assume the duties and powers of the Chairperson in the absence of both the Chairperson and Vice-Chairperson.

- 3.5 REMOVAL AND VACANCIES.** Any officer may be removed as such (but not removed from the Board) by a majority vote of the Board with or without cause. Any vacancy in any office may be filled by vote of the Board for the unexpired portion of the term.

- 3.6 CLERK.** The Planning Director shall function as the clerk for the Board. The Planning Director shall administer official correspondence, subject to these rules and at the direction of the Chairperson; shall issue the proper forms; compile all information, maps, and records for the Board's review; shall send all notices required by law; shall keep the minutes of all Board actions and proceedings; shall prepare reports and perform other duties as directed by the Chairperson; and shall keep records of its examinations and other official actions.

The Planning Director, in consultation with the Chairperson, shall prepare the agenda for each meeting, provide all supportive documentation, and e-mail said materials to

each Member. Any Member may request to have an item placed on the agenda by contacting the Chairperson. The Planning Director shall also make public notice of the agenda of each meeting in accordance with the appropriate regulations.

The Planning Director also functions as a resource to be accessible to the public to provide information on planning and zoning.

The Planning Director shall perform other Planning Board duties as directed by the Chairperson.

The Governmental Records of the Planning Board as defined in RSA 91-A:1a shall be maintained in conformance with RSA 91-A:4 and made available for public inspection at the Town Office and/or the Office of Community Planning during normal business hours.

ARTICLE IV. SUBCOMMITTEES

- 4.1 AUTHORIZATION.** The Chairperson is authorized to appoint Subcommittees to study and to report upon such matters as directed by the Chairperson, which is germane to the purpose of the Board.
- 4.2 MEMBERSHIP.** All Subcommittees shall consist of not more than 3 Board Members, and may be comprised of other residents, property owners, and business owners as may be necessary.
- 4.3 DUTIES.** The Board, at a regular meeting, shall define the duties of any Subcommittee.
- 4.4 SUBCOMMITTEE CHAIRPERSON.** At the first meeting of the Subcommittee, the membership of the Subcommittee shall elect a Chairperson.
- 4.5 MEETINGS.** The Chairperson of a Subcommittee shall call the same at such time and place as they deem proper whenever there is any business requiring the attention of the Subcommittee.
- 4.6 INVESTIGATIONS.** If necessary for the proper consideration of any matter referred to the Subcommittee, the Subcommittee is authorized to make investigations and call upon the Town staff for such surveys, plans, estimates, and recommendations as may be deemed necessary.
- 4.7 PLANNING BOARD SUBCOMMITTEES.** A Planning Board Subcommittee shall be considered a public body, and all provisions of RSA 91-A and this Article, applicable to a quorum of the Board, shall also apply to a quorum of a subcommittee.

ARTICLE V. MEETINGS

- 5.1 REGULAR MEETINGS.** The Planning Board shall hold at least one meeting per month as stipulated in RSA 673:10 II. Regular meetings shall be conducted by the Board at which applications for development shall be reviewed and acted upon. Regular meetings of the Board shall be held on the first and third Wednesdays of the month unless there is no business to transact, in which case no meeting shall be held. The start time of the meeting will be listed on the posted agenda.
- 5.2 BUILDING CAPACITY-** Should the total number of building occupants at a meeting exceed the Town Office occupancy limit of 30 people, the Chairperson will attempt to re-locate the meeting to another venue that night or, if another venue is not available, continue the public hearing to another date and time certain when a larger venue may be available.
- 5.3 WORK SESSIONS.** Work sessions may be conducted by the Board at which study items and planning issues are analyzed. Said sessions may be called by the Chairperson provided that at least 24 hours commencement notice of the time, place and business of such work session be given to each member of the Board and posted in compliance with RSA 91-a. The start time of the meeting will be listed on the posted agenda.
- 5.4 SPECIAL MEETINGS.** Special meetings of the Board may be called by the Chairperson provided that at least 24 hours commencement notice of the time, place, and business of such meeting be given each member of the Board and posted in compliance with RSA 91-a.
- Upon the written or oral request of at least four Board members, a special meeting shall be called. Said meeting shall take place no later than one week after the fourth member shall have made the request for a special meeting.
- 5.5 PLACE OF MEETING.** Meetings of the Board shall normally be held at the Town Office Building at 27 School Street, in the Town of Hillsborough, or at some other public place in the Town of Hillsborough, or at the site of a proposed project for the express purpose of inspecting said site as part of the review for a proposed project.
- 5.6 OPEN MEETINGS.** All meetings of the Board and its committees shall be open to the public except as stipulated by RSA 91-A:2 or :3.
- 5.7 NOTICE OF MEETINGS.** Notice of the time, date, and place of any open meeting of the Board shall be posted in two public places, such as the Town Office Building, Library, Post Office, Fire Station, Police Department and/or the Town website at least 24 hours in advance of the meeting, excluding Sundays and legal holidays, per RSA 91-A:2.

Notice when an application has been filed and placed on the Planning Boards agenda for determination of completeness and/or public hearing shall be sent by certified mail at least 10 days before the date of the meeting to all abutters, as defined in RSA 676:4, I(d). Notice shall also be posted in two public places, such as the Town Office Building, Library, Post Office, Fire Station, Police Department and/or the Town website and published in a newspaper of general circulation at least 10 days before the date of the meeting.

- 5.8 CANCELLATION OF MEETINGS.** The Clerk shall give each member of the Board 48 hours prior notice of the non-weather-related cancellation of such meeting and shall post a notice in at least two public places at least 24 hours prior to the time of the scheduled commencement.

In the event of a weather-related cancellation, notification to the Board members and the public will be done as soon as the Chairperson has determined to cancel the meeting.

- 5.9 MINUTES.** The recording secretary or designee of the Planning Board shall take minutes in conformance with 91-A:4.

Minutes of all such meetings, shall include names of members, persons appearing before the public bodies, a brief description of the subject matter discussed and final decisions. Minutes shall be promptly recorded and open to public inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:3 and/or :5.

If changes to the minutes are made at a subsequent meeting, the changes are detailed in the minutes of that second meeting. As the minutes are being prepared for permanent storage in paper format, the recording secretary or designee of the Planning Board will add a notation to the permanent record of the first meeting that corrections were made and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.

- 5.10 MINUTES, NON-PUBLIC SESSION.** Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting unless, by recorded vote of 2/3 of the members present taken in public session, the minutes are sealed to protect the reputation of any person other than a member of the public body itself.

- 5.11 MEETING MINUTES, RETENTION** All meeting minutes shall be retained as part of the record for permanent storage in paper format.

- 5.12 AUDIO RECORDINGS** The purpose of recording meetings is to assist in the preparation of meeting minutes. All audio recordings shall be destroyed upon the approval of the official meeting minutes per RSA 33-A:3-a, LXXX Disposition and Retention Schedule, unless an applicant or abutter requests retention of a recording

within 72 hours after their hearing, and then such recording shall be retained for the duration of any appeal concerning said hearing.

ARTICLE VI. CONDUCT OF BUSINESS

6.1 APPLICATIONS

- A. Each application for a hearing before the Board shall be made on forms provided by the Board and shall be submitted to the Board of Selectman's Office who shall record the date of receipt.
- B. The applicant shall pay for all required application and notice costs in advance.
- C. All forms and revisions prescribed shall be adopted by resolution of the Board and shall become part of these rules of procedure.
- D. Applications shall be submitted in accordance with the Town of Hillsborough Planning Board Application Submission and Meeting Schedule.
- E. All materials relevant to the application before the Board should be received at least seven (7) days before the date of the meeting. Materials received less than seven (7) days before the meeting or at the meeting may result in a continuance at the discretion of the Board.
- F. All forms and revisions prescribed shall be adopted by resolution of the Board and shall become part of these rules of procedure. If any conflict arises between a form and the Rules of Procedure, the Rules of Procedure shall take precedent.

6.2 CALL TO ORDER. Meetings shall be called to order by the Chairperson, or in the Chairperson's absence, by the Vice-Chairperson. In the absence of both, the Second Vice-Chairperson shall call the meeting to order and act as the Chairperson pro-tem.

6.3 QUORUM The Board shall only conduct a meeting and transact business when a quorum is present. A majority of the membership, four (4) regular members, the ex-officio member, and/or alternates shall constitute a quorum for the conduct of business.

6.4 ORDER OF BUSINESS. For each regular meeting the order of business, unless otherwise ordered by the Chairperson, shall be as follows, and shall be shown on the agenda:

- I. Call to Order
- II. Roll Call and designation of Alternate Members, if necessary
- III. Approval of Minutes
- IV. Conceptual Discussion/Design Review
- V. Old Business
- VII. New Business
- VIII. Other Business
- IX. Adjournment

Planning Board Rules of Procedure Approved 08/29/22

For each work session, the order of business shall be as follows:

- I. Call to Order
- II. Study Items
- III. Committee Reports
- IV. Adjournment

The Board will make an effort to conduct its business at meetings in the order stated in the public meeting notice, but the Chairperson has the right to vary the order of business to accommodate the needs of the Board members, the applicants, and the public.

6.5 CONDUCT OF THE PUBLIC HEARING, JUDICIAL CAPACITY. For public hearings on applications for subdivision approval, site plan approval, and other matters which the Board is to decide in a judicial capacity, the Chairperson shall preside at the public hearing, and shall observe the following procedure:

- A) There will be no direct interaction between members of the Planning Board and the applicant or the public before or after the public hearing relating to matters before the Board.
- B) The meeting will be convened and the way the hearing shall be conducted will be stated.
- C) The Planning Director will be called upon to read the legal notice of the case.
- D) The Planning Director will be called upon to introduce the application.
- E) The application will be determined to be complete, incomplete, or if waiver(s) are required to be complete.
- F) The applicant or their representative will be called upon to present the application.
- G) The applicant or their representative will present their application in person unless prior approval for another method of appearance has been agreed to by the Board or the Planning Director in writing at least 7 days before the public hearing date.
- H) The members of the Planning Board may ask questions at any time during the presentation.
- I) Public Officials will be asked for their comments
- J) The public hearing will be opened to receive testimony and hear questions from the public.
- K) Any written comments previously received will be read at the commencement of the public hearing.
- L) Public comments will be taken only after the Chairperson opens the public hearing.
- M) All questions and comments shall be directed through the Chairperson.

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- N) There shall be no debate with the applicant/representative or other members of the public.
- O) There shall be no speaking out of turn by Board members, the applicant, or from the audience.
- P) Each speaker shall stand (if able) and announce their name and address for the record every time they speak.
- Q) Each speaker shall have up to five (5) minutes to make their comment or ask their question.
- R) No one shall speak a second time until everyone has had the opportunity to speak once.
- S) Any member of the public who wishes to speak again shall have up to three (3) minutes to make their comment or ask their question.
- T) The public hearing will be closed, as appropriate, and the Board's anticipated procedure concerning the proposal will be explained.
- U) If deemed necessary during the Board's deliberations, the Chairperson may call for a Motion to re-open the public hearing to ask one or more questions on one or more specific issue(s). Upon a positive vote on such Motion, the question(s) shall be asked of the relevant party and public comment shall be allowed on such answer(s) alone. The public hearing will then be re-closed, and the Board continue with its deliberations.
- V) Motion shall be made and seconded to render a decision to approve, approve with conditions, deny the application, or to continue it to a time and date certain.

The Board's failure to adhere to the foregoing procedures with respect to any particular matter will not affect the validity of any action taken in that matter, so long as all persons are given proper notice of the hearing and an adequate opportunity to be heard.

6.6 CONDUCT OF THE PUBLIC HEARING, NON-JUDICIAL CAPACITY. For public hearings on amendments to the town's zoning ordinance, changes to the board's regulations, and other matters, which the Board is to decide in a non-judicial capacity, the board, will, to the extent feasible, observe the following procedure:

- A) The subject of the hearing will be presented.
- B) The Planning Board members will make comments and ask questions.
- C) Questions may be asked at any point by members of the Board.
- D) Public comment will be taken after the Chairperson opens the public hearing.
- E) Questions and comments will be taken from the public
- F) Each speaker shall stand (if able), announce their name and address for the record every time they speak.

- G) Each speaker shall have up to 5 minutes to make their comment or ask their question.
- H) No one shall speak a second time until everyone has had the opportunity to talk once.
- I) Any member of the public who wants to speak again shall have up to 3 minutes to make their comment or ask their question.
- J) There shall be no speaking out of turn or from the audience.
- K) All questions and comments shall be directed through the Chairperson.
- L) There is discussion by Board
- M) There is a motion to close the hearing.
- N) There is a motion for action by the Board.

The Board's failure to adhere to the foregoing procedure with respect to any particular matter will not affect the validity of any action taken in that matter, so long as all persons are given proper notice of the hearing and an adequate opportunity to be heard.

- 6.7 PRESENTATIONS DURING PUBLIC HEARINGS.** The Chairperson shall request that at the start of each public hearing, a representative of the proposal give a brief presentation of the request before the Board. The brief presentation shall be adequate so as to inform all abutters and members of the public as to the nature of the project in order that they may comment on the proposed project.
- 6.8 PERMISSION REQUIRED TO ADDRESS THE BOARD.** Persons other than Members of the Board shall not be permitted to address the Board except when recognized by the Chairperson. The speaker shall not enter into any debate with anyone present, shall speak only to the subject matter indicated, and address all comments and questions to the Chairperson. A group may have one person act as its spokesperson and shall follow the same rules.
- 6.9 RULES OF ORDER.** The Board will follow rules of order as established by the Chairperson, subject to approval by a majority of the Board. The Board is under no obligation to follow any formal rules of parliamentary procedure.
- 6.10 TIME LIMITS ON DESIGN REVIEW.** The Planning Board has the authority to determine, at a public meeting, when the design review process for a project has ended. Notice of such a determination will be given to the applicant in writing within 10 days.
- 6.11 RECESS OF THE MEETING.** The Chairperson may order a temporary halt to the proceedings of the meeting. Said recess should normally not exceed 30 minutes. Upon ordering the recess, the Chairperson shall state the time and place for reconvening.
- 6.12 CONTINUANCE OF THE HEARING.** The Board may continue a public hearing if the application cannot be disposed of on the day set. No further public notice shall be necessary provided that the date, time, and place of the continued hearing shall be announced before adjournment.

6.13 ADJOURNMENT OF MEETING. The Board shall adjourn each meeting to its next scheduled meeting or to a special meeting specifying time, date, and place.

If the order of business has not been concluded by 10:00 PM, the Chairperson shall poll the attending Members to determine if the Board should continue beyond the 10:00 PM, or continue the matters on the agenda to the next appropriate meeting, or continue to a special meeting specifying time, date, and place.

ARTICLE VII. VOTING

7.1 MOTION TO BE STATED BY THE CHAIRPERSON. When a motion is made and seconded, it shall be stated by the Chairperson before debate. At the request of the Chairperson or any Member of the Board, the motion shall be in writing. A motion may not be withdrawn or amended by the mover without the consent of the Member that seconded the motion.

7.2 MAJORITY VOTE REQUIRED The affirmative vote of a majority of the Board Members voting on any action will be necessary for approval of the action; provided that in no event may any action be approved by the affirmative vote of fewer than three members. A tie vote on any motion will cause the motion to fail.

7.3 BOARD INACTION. If the Board is unable to take action pursuant to Section 7.2, it shall continue the matter for further consideration.

7.4 DECISIONS. The Board shall act to approve, disapprove, or conditionally approve the application per RSA 676:4, I (c)(1)

A. Notice of decision will be made available for public inspection at the Community Building and/or the Office of Community Planning within 144 hours after the decision is made, as required in RSA 676:3. If the application is disapproved, the Board shall provide the applicant with written reason for this disapproval. Any decision other than a decision to continue a hearing to a date certain shall include specific findings of fact supporting the decision in accordance with RSA 676:3, I.

B. Notices of Decision shall be recorded at the Hillsborough County Registry of Deeds and a copy will be sent to the applicant by certified mail with all costs borne by the applicant.

7.5 RECONSIDERATION OF DECISION. The Planning Board shall have the ability to reconsider its decision, upon its own motion within the 30 day appeal period established by RSA 677: 15 see also Cox Street, LLC v. City of Nashua, 156NH 228 (2007).

7.6 DISQUALIFICATION

Definitions

- A. **Impartial, Impartiality, and Impartially** -The absence of bias or prejudice in favor of, or against, particular parties or classes of parties, as well as maintenance of an open mind in considering issues that may come before the Board.
- B. **De minimis**-In the context of interests pertaining to disqualification of a member, means an insignificant interest that could not raise a reasonable question regarding the member's impartiality.
- C. **Third Degree of Relationship**- Includes the following persons: great-grandparent, grandparent, parent, uncle, aunt, brother, sister, child, grandchild, great-grandchild, nephew, and niece; and "member of the member's family" means a spouse, domestic partner, child, grandchild, parent, grandparent or other relative or person with whom the member maintains a close familial relationship.

If any member finds it necessary to disqualify themselves from sitting in a particular case, as provided in [RSA 673:14](#), or Supreme Court Rule 38, they shall notify the chairperson as soon as possible so that an alternate may be requested to sit in their place. When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the Board may request the Board to vote on the question of disqualification. Any such request shall be made before the public hearing gets underway. The vote shall be advisory and non-binding.

To assist a member in determining whether they should step down (recuse themselves) board members should review the questions which are asked of potential jurors to determine qualification (RSA 500-A:12 and Supreme Court Rule 38).

A potential juror may be asked whether they:

1. Expect to gain or lose upon the disposition of the case.
2. Are related to either party or related to a person involved within the third degree of relationship or is a member of the member's family.
3. Have advised or assisted either party.
4. Have directly or indirectly given an opinion or formed an opinion prior to hearing the evidence.
5. Are prejudiced to any degree regarding the case.
6. Employ or are employed by any of the parties or their representatives in the matter.
7. Have more than a de minimis legal or equitable economic interest.

Either the chairperson or the member disqualifying themselves before the beginning of the public hearing on the case shall announce their disqualification. The disqualified member shall remove themselves from the table and seat themselves with the public or exit the meeting room during the public hearing during all deliberation on the case.

If any member finds it necessary to disqualify himself from sitting in a particular case, they shall notify the chairperson as soon as possible so that an alternate may be requested to sit in their place. When there is uncertainty as to whether a member should be disqualified to act on a particular application, that member or another member of the Board may request the Board to vote on the question of disqualification. Any such request shall be made before the public hearing gets underway. The vote shall be advisory and non-binding.

Either the chairperson or the member disqualifying themselves before the beginning of the public hearing on the case shall announce their disqualification. The disqualified member shall remove themselves from the table and seat themselves with the public or exit the meeting room during the public hearing during all deliberation on the case.

7.7 RECORD KEEPING

Preamble to RSA 91-A

RSA 91-A:1 Preamble. – Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.

ARTICLE VIII. JOINT MEETINGS AND HEARINGS

- 8.1** The Planning Board may hold joint hearings with other Land Use Boards pursuant to RSA 676:2. Each Board shall have discretion whether or not to hold such joint meetings or hearings.
- 8.2** Joint business meetings with another local Land Use Board may be held at any time when called jointly by the Chairperson of the two Boards.
- 8.3** A joint public hearing must be a formal public hearing when the subject matter of the hearing is within the responsibilities of the Boards convened.
- 8.4** The Planning Board Chairperson shall chair all joint meetings and public hearings when the subject matter involves the Planning Board.
- 8.5** The rules of procedure for joint meetings and hearing, the subject matter of which involves the Planning Board, shall be the same as these rules of procedure except that the order of business shall be as follows:
 - A) Call to order by the Chairperson
 - B) Introduction of Members of both Boards by Chairperson

- C) Explanation of reason for joint meeting/hearing by Chairperson
- D) In the case of a public hearing relative to a requested permit or an application for a plat approval, or both, the applicant shall be called to present the proposal
- E) Adjournment

8.6 Each Board involved in a joint public hearing makes its own decision, based on its criteria for the particular matter.

ARTICLE IX. MISCELLANEOUS

9.1 ADOPTION. Upon adoption, the Board shall file a copy of these rules and all amendments with the Town Clerk as a public record.

9.2 AMENDMENTS. The Rules of Procedure may be amended by a majority vote of its members. The Board shall hold a Public Hearing prior to adoption of new rules or amendment of existing rules. Notice for the time and place of the hearing shall be as provided in RSA 675:7. The amended procedures shall be filed with the municipal clerk.

9.3 EFFECTIVE DATE. These rules of procedures, and any subsequent amendments, shall become effective immediately upon passage by the Board as recorded in the minutes of the meeting at which such action occurs.

9.4 VALIDITY. If any portion of these rules shall be held to be invalid for any reason by any court of competent jurisdiction, such holding shall not invalidate in any manner any other provision contained herein.

ARTICLE X RULES OF DECORUM AND COMMITMENT TO CIVIL BEHAVIOR

It is acknowledged that:

1. Civil, respectful, and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making.
2. Uncivil discourse and/or discourteous and inappropriate behavior have a negative impact on the character and productivity of the decision-making process.
3. Anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior.
4. Demonstrations in support or opposition to a speaker or idea are not permitted by members of the Board. The Chairperson is responsible for maintaining order. Failure to abide by this requirement may result in the forfeiture of the speaker's right to speak.

To maintain a cohesive, productive working environment, the members of the Hillsborough Planning Board commit to:

1. Showing respect to each other as elected and appointed members, and staff representatives to the Board.
2. Promoting civility during Board meetings and tolerating nothing less.
3. Demonstrating reflective listening and not displaying negative body language (for example eye rolling, pencil tapping, shrugging of one's shoulders, hand gestures, etc.)
4. Allowing uninterrupted speech by those recognized as "having the floor" and refraining from speaking until recognized by the Chairperson.
5. Bringing appropriate committee-related concerns, issues, and conflicts to the Board for discussion.
6. Offering alternative solution(s) when addressing a problem or issue.
7. Maintaining the confidentiality of material discussed during non-public sessions or "non meetings" with counsel.

Pledge of Civility

The manner in which we govern ourselves is often as important as the positions we take. The Board's collective decisions will be better and truer to our mission when differing views have had the opportunity to be fully vetted and considered. All those who appear before the Planning Board have the right to be treated with respect, courtesy, and openness.

We value all input. Accordingly, we commit to always conduct ourselves with civility and courtesy, to both those with whom the Board interacts and to each other. We also pledge to endeavor to correct ourselves, should our conduct fall below this standard.

Approved by a vote of the Town of Hillsborough Planning Board at a meeting held on

August 29, 2022 and filed with the Town Clerk on August 30, 2022.


Susanne White, Chairperson

