

Article 1

Meetings

Regular Monthly meetings are held the third (3rd) Tuesday of every month at 7:00 p.m. at the Town of Pownal Town Office. When necessary, Work Sessions are held the first (1st) Tuesday of the month at 7:00 p.m. and meeting places may vary.

The meeting notices are posted at the following places: Winchester's Store, Pownal Market Deli, and the Town Office, also when Website is available. They are also faxed to the Bennington Banner.

Article 2

Attendance Policy

It is our duty of all Commission Members to attend the Regular Monthly Meetings. When a member is unable to attend, the Commission Chair or the Secretary must be notified 24 hours in advance to insure quorum at the meetings. The absence will be deemed excused or unexcused, based on the criteria below.

The following shall constitute grounds for an excused absence:

- a.) Serious illness or injury
- b.) Maternity/ Paternity leave
- c.) Serious Family emergencies
- d.) Religious observances
- e.) Jury Duty
- f.) Military Duty

The Commission may also excuse absences in cases where they make a finding that an unusual hardship justifies excusing an absence.

The Chair may, in writing ask the Select Board to act to remove any Planning Commission member who is absent from three (3) consecutive commission meetings and is unable to provide an excuse acceptable to the Planning Commission to explain the absences.

Article 3

Ground Rules for Orderly Meeting

- 1.) Members of the public speak only after being recognized by the chair.
- 2.) The member of the public will identify him or herself (and spell their name if requested) for the record.
- 3.) All comments and questions are directed to the chair.
- 4.) Comments are kept concise and on topic avoiding personal attacks.
Public Comments may be limited to three (3) minutes.
- 5.) When a person has the “floor” they can expect to be heard and not interrupted.
- 6.) A person will only be called upon twice on the same topic at the discretion of the chair.
- 7.) Unruly or disruptive persons will be asked to leave the meeting.

Article 4

Leave of Absence

Request for a leave of Absence must be submitted to the Commission Chair in writing and must include reason for the request and length of time of leave. If approved, notice will be sent to the Select Board.

Article 5

Speaking with Agencies

When a commission member wishes clarification from VLCT or any other Agency on any issue, the issue must first be brought to the local commission for discussion. When the commission reaches consensus on the reason for and determine the text of the request, the member will be given permission to contact VLCT or any other Agency on that particular issue. Said permission will be noted in the minutes. He/ She should request that the response should be in writing or via email.

Town of Pownal Planning Commission

Mike Slattery, Chairman

Syd Smithers, Vice- Chair

Rick Morgenthal

Ronald Bisson

Bonnie Cutler

Jim Winchester

Henry Strohmaier

Shannon Barsotti

Respectfully Submitted,

Julie M. Weber, Secretary
Approved _____