

TOWN OF _____
DEVELOPMENT REVIEW BOARD
ALTERNATE MEMBER USE POLICY

I. Purpose

The purpose of having alternate members is to provide, at a minimum, a quorum of participating members for the conduct of public hearings. The duty of the alternates is to attend public hearings at times when a regular Development Review Board (DRB) member is unable to participate or to attend due to a conflict of interest, or to fill a period of extended absence (one month or more). Alternates are not to be used for casual absences from the DRB.

II. Term of Office

As established by resolution of the selectboard, the term of office for alternate membership to the DRB is one year, commencing with the date of appointment by the selectboard.

III. Voting Authority

An alternate member serving as an interim active member of the DRB has the same voting authority as any other regular DRB member.

IV. Assignment to Active Membership and Duties

- a. Alternate DRB members shall be selected to serve for a specific purpose or period of time pursuant to Section I of this policy.
- b. An alphabetical roster of all alternate members shall be kept by the DRB. The assignment of alternates for active duty will begin with the first alternate in alphabetical order and rotate through the list until all alternates have served and rotation will be repeated.
- c. Whenever a regular member has a conflict of interest or is expected to be on extended absence from the DRB, the chairperson of the DRB, or his or her designee, shall appoint an alternate to serve as an active member of the DRB by selecting an individual from the roster as provided in paragraph "b."
- d. If the chairperson of the DRB does not appoint an alternate as required under paragraph "c", a majority of the members of the DRB present and voting may appoint an alternate to serve in accordance with paragraph "b."
- e. An alternate member who is called upon to serve shall be required to be a part of the DRB until a final decision is made on any application heard by the DRB while serving as an active member. Participation includes attending deliberative sessions and any continuance of a public hearing if the application has been tabled or adjourned to another date.