

SECTION 10.4 ASSOCIATE MEMBERS

There shall be two associate members of the Planning Board as provided for under MGL Ch. 40A, §9.

- A. Appointments may occur at any time. The Planning Board shall notify the Select Board in writing of its intention to begin a process for associate member appointment.
- B. The Planning Board will establish the process for soliciting and receiving the names of interested individuals; notice of the opportunity should be made broadly to the residents of Shutesbury. Given that the Planning Board is an elected body, individuals eligible to serve as Associate Members shall be registered voters in the Town of Shutesbury.
- C. The Planning Board shall recommend individuals to be considered for appointment. Associate members will be appointed by a majority of the members of the Planning Board and the Select Board who are in attendance at a joint meeting for this purpose.
- D. The term of an Associate Member shall be one year; mid-year appointments shall run through June 30. Associate members may have their term renewed by a majority of the members of the Planning Board and the Select Board who are in attendance at a joint meeting for this purpose. There shall be no limit to the number of renewals for an Associate Member.
- E. The Planning Board chairperson may designate one or two Associate Members to participate as an acting member of the Planning Board at any time in the case of absence, inability to act, or conflict of interest, on the part of any Planning Board member; or in the event of a vacancy on the board. Participation by an Associate Member shall be time- or purpose-limited. Designation by the chairperson shall include a statement indicating the time period for participation or the purpose for participation. An Associate Member's participation shall end upon the completion of the stated purpose or time period, unless extended by the chairperson.
- F. When designated, an Associate Member may participate fully in procedures for a special permit, including but not limited to conducting hearings of the Planning Board.
- G. Associate members are expected to regularly attend Planning Board meetings. When not acting as full members, Associate Members may be seated with the Planning Board and receive communications in order to follow Planning Board business. Associate members, when not acting as full members, may participate in deliberation at the discretion of the chairperson. When not acting as a full member of the Board, Associate Members may not vote nor participate in executive session.
- H. Vacancies for unexpired terms of an Associate Member shall be filled in the same manner as for original appointments.
- I. An Associate Member may be considered for a vacancy on the Planning Board in accordance with the normal process for filling a vacant position.