

**TOWN OF WEATHERSFIELD, VERMONT**  
**ZONING BOARD OF ADJUSTMENT ALTERNATE MEMBER USE POLICY**

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**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 Zoning Board of Adjustment (ZBA) member is unable to participate or to attend due to a conflict of interest, or to fill a period of extended absence [one (1) month or more]. Alternates are not to be used for casual absences from the ZBA.

**II. TERM OF OFFICE**

As established by the Select Board, the term of office for alternate membership to the ZBA is one (1) year, commencing with the date of appointment by the Select Board.

**III. VOTING AUTHORITY**

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

**IV. ASSIGNMENT TO ACTIVE MEMBERSHIP AND DUTIES**

- (A) Alternate ZBA 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 ZBA. 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 ZBA, the chairperson of the ZBA, or his/her designee, shall appoint an alternate to serve as an active member of the ZBA by selecting an individual from the roster as provided in Paragraph "B."
- (D) If the chairperson of the ZBA does not designate an alternate as required under Paragraph "C", a majority of the members of the ZBA 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 ZBA until a final decision is made on any application heard by the ZBA 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.

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**V. INCONSISTENT POLICIES REPEALED**

This Policy shall amend and replace any provisions of any policy of the Town of Weathersfield in effect at the time of enactment of this Policy governing any activity included in this Policy.

**VI. SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

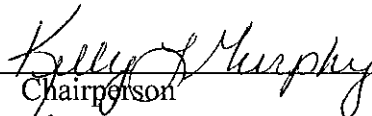
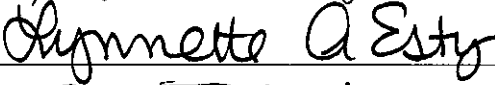

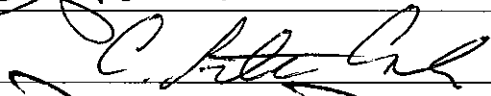
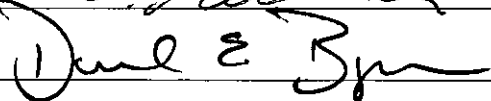
The Select Board hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

**VI. EFFECT**

No section of this Policy shall be construed to supersede or replace any Federal law or Vermont statute.

This Policy shall be entered in the minutes of the Select Board's meeting.

The foregoing Policy is hereby adopted as reviewed by the Selectors of the Town of Weathersfield, Vermont, this 17th day of July, 2017 and is effective as of this date until amended or repealed.

  
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Chairperson  
  
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