Comprehensive Plan Implementation Task Force

By-Laws

Section 1: Purpose and Scope

The Comprehensive Plan Implementation Task Force ("Task Force") shall assist the Town in updating, reviewing, tracking, and assisting with the implementation of the recommendations of the 2025 Comprehensive Plan.

Section 2: Task Force Responsibility

The Task Force will track and convene the identified responsible parties for certain implementation strategies to ensure that the plan goals are being addressed. The Task Force may choose to send certain items to the Select Board

Through the Planning, Community and Economic Development Director and the Select Board Liaison, the Task Force shall coordinate with Town Departments, Boards, Committees, and other Task Forces on priorities as directed by the plan.

Section 3: Task Force Membership

The Task Force shall be composed of no more than nine (9) members, each serving for a three-year, renewable term. Membership is limited to residents of Rockport and shall be approved by the Select Board.

All members shall attend and participate in all meetings. If a member fails, without good cause, to attend four (4) consecutive regular meetings, or at least 75 percent of all meetings during any twelve-month period, a recommendation shall be made to the Select Board for removal of that member from the Task Force.

Section 4: Officers, Duties

A. A Chair and a Vice-Chair shall be elected annually by majority vote of the regular members present at the first Task Force meeting following the Annual Town Meeting in June, and shall assume their duties once the vote is taken. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair. Should both the Chair and the Vice-Chair be absent from a Task Force meeting, a temporary Chair shall be appointed by a majority vote of the Task Force members present at the meeting.

B. The Chair shall call all meetings of the Task Force or designate an appropriate appointed official to carry out this responsibility.

C. The Chair shall preside at all meetings of the Task Force. The Vice-Chair, shall preside as the Chair in the Chair's absence.

D. The Chair shall represent the Task Force and be its official spokesperson in all matters.

E. The Chair shall be responsible for ensuring that new members receive an orientation.

F. The Task Force shall designate someone to act as Secretary, who shall be responsible for maintaining accurate records of the Task Force meetings, including all official actions, as specified in Section 6.

Section 5: Meetings

A. The Task Force shall hold regular meetings in a designated space with public access in Rockport. The date and time of all meetings shall be posted on the Town website's calendar page. The date, time, and place of any regular meeting may be changed by a motion passed at the previous meeting of the Task Force.

B. A quorum of the Task Force necessary to conduct official business shall consist of four (4) members. No official actions or recommendations of the Task Force may be taken unless it receives affirmative votes from a majority of the members present and voting.

C. The date, time, place, and agenda for meetings shall be established by the Task Force members, made available to all Task Force members, and posted for the public at least three days prior to the meeting. Relevant materials and related work products provided by staff shall be made available to Task Force members no later than 48 hours prior to the meeting.

D. Workshops may be scheduled as deemed necessary by the Task Force and, if so, public notice of the time and place shall be posted at least three (3) days in advance. . The Task Force may, at the discretion of the Chair, choose to keep a record of any workshop discussions. Future Task Force actions may be based on Workshop discussions, but only after such discussions are reviewed during a regular meeting.

Such meetings may be held in person or if allowed by State law or Town policy, via electronic conference call or similar means, if for some reason it is impractical for the Task Force or invited parties to meet in person.

Section 6. Records

A. Minutes of the Task Force meetings should be officially approved at the next regular meeting, subject to corrections, and made publicly available. Such approved Minutes shall constitute the official record of the meetings of the Task Force. Should video or audio recordings be produced by the Town, they shall be considered supplemental to the official record.

B. Records, correspondence, and meeting Minutes of the Task Force shall be maintained in the Town Office and made available for inspection during municipal business hours.

Section 7: Rules of Procedure

A. General

Meetings shall be conducted in accordance with Maine Statutes, Town Ordinances, and these Bylaws. The Task Force may establish special rules for the conduct of any business provided such establishment of rules does not violate State or Municipal law or ordinance.

B. Procedure

1. If a quorum is present, the Chair shall call the meeting to order at the appointed time.

2. The Chair shall declare all votes. If any member doubts a vote, the Chair shall order a recount of the affirmative and negative votes without debate. The Secretary shall record all votes.

3. Prior to consideration of any agenda item before the Task Force, each member shall declare any potential conflict of interest to the other members with respect to that item. A Task Force member may voluntarily refrain from participation on an agenda item. If a possible conflict of interest is raised and the Task Force member in question asserts that there is no conflict that will influence his or her conduct, the Task Force shall determine whether a conflict exists by majority vote. A member thus found to have a conflict of interest shall be ineligible to speak or vote on that item.

4. Every meeting shall have a written agenda available, and the agenda may be rearranged at the Chair's discretion.

C. Public Participation

1. Members of the public may attend Task Force meetings and workshops. Public comment at meetings and workshops shall be permitted solely at the discretion of the Chair.

2. Members of the public wishing to address the Task Force concerning an agenda item shall wait until the Chair asks for public comment. When recognized by the Chair, the speaker shall state the speaker's name and address in an audible tone for the record.

3. The speaker shall limit remarks to the issue under discussion and a single speaker's comments shall be limited to 3 minutes. The total time for public comment on a single topic shall be limited to 45 minutes in any one meeting. The Chair can use its discretion to extend these time limits.

4. Persons wishing to address the Task Force on an item not appearing on the agenda may do so in the designated time noted on the meeting agenda and only at the discretion of the Chair.

5. The public can provide comments in writing to the Task Force either digitally to the specified Town email address or in writing at the Rockport Town Office at least 48 hours in advance of a meeting for those comments to be considered by the Task Force at that meeting.

6. The Chair shall be empowered, in consultation with the Town Manager, to consult Town Counsel for the purpose of clarifying any legal concerns including, but not limited to, procedure and process.

Section 8: Voting Procedures

The Task Force shall vote only by motion, second, and discussion. Each motion shall be confined to one subject, which shall be clearly expressed.

Section 9: Waivers, Amendments

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law. These bylaws may be amended at any time in writing by majority vote of the Task Force after notice of the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Select Board on July 28, 2025.