



## **Section 1. Purpose and Scope**

The 2021 Comprehensive Plan Committee's mission is: "To review, revise, and update the 2004 Comprehensive Plan so as to guide the actions and public policies of the citizens of Rockport and their representatives into the future." Rockport's voluntary Comprehensive Plan Committee will work to update and enhance the 2004 Plan in accordance with the Maine Planning and Regulation Act as well as the State of Maine's Growth Management Act. The Plan will incorporate long-term goals, land-use strategies and address other identified needs within Rockport's five neighborhoods: Rockport Village, West Rockport, Rockville, Glen Cove and Simonton Corner. Citizen participation will be vital to the success of this 2021 Comprehensive Plan. This committee will continue the 2004 Plan Committee's commitment to be bold and specific in guiding and addressing community issues with clear goals, public policies, and a concise road map for implementation. The vision expressed in this document should encompass new census data, MDOT statistics, marine resource data and inventories of townland, natural resources, financial assets, housing, commercial and service-related entities. The Committee will utilize the best of a very well received 2004 plan, editing the outdated information, while highlighting the important values of our diverse community and giving direction and improvements for every area of the Town in accordance with State guidelines. The purpose of these bylaws is to establish reasonable rules of procedures for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs.

## **Section 2. Membership**

The Committee shall consist of a minimum of 5 and no more than 10 voting members, and a non-voting select board representative. Planning Board, Zoning Board of Appeals, Conservation Commission, and Harbor Committee representation is encouraged. Greater than half the sitting members need to be present for a quorum. If a member fails, without being excused by the Chair, to attend three consecutive meetings, the Chair will notify the Town Manager of a vacancy on the committee.

Membership term will expire at time of approved public vote of the Comprehensive Plan.

## **Section 3. Officers; Duties**

Officers of the committee shall consist of a Chair and Vice-Chair to be chosen at the organizational meeting in June of each year by and from among committee members. The Chair shall preside at all meetings; however, in the absence of the Chair the Vice-Chair shall serve. A Secretary shall maintain a permanent record of all committee meetings minutes and all correspondence of the committee, shall be recorded and publicly available. The Chair shall set the agenda and present the agenda to the committee and town office prior to the meeting.

## **Section 4. Meetings**

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Town Manager or Chair, or upon the request of a majority of the committee, provided, however, that proper notice thereof shall be given to each member.

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 Committee to meet in person.

## **Section 5. Participation, Voting and Decisions**

Any action of the Committee shall require the affirmative vote of a majority of its membership. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. All final decisions shall be in writing and shall become a part of the committee's permanent record.

## **Section 6. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

## **Section 7. 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 Committee after notice on the proposed amendment but shall not be effective until approved by the Select Board.

Approved by the Comprehensive Plan Committee on November 23, 2021

Approved by the Select Board on December 13, 2021

Approved by the Comprehensive Plan Committee on February 9, 2021

Approved by the Select Board on February 22, 2021