



Bylaws of the Rockport Conservation Commission Committee of the Town of Rockport, Maine

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Commission meetings and to promote the fair, orderly and efficient conduct of the Commission's proceedings and affairs. These bylaws shall govern the Commission's practices and procedures except as otherwise provided by law and shall be liberally construed to accomplish their purpose.

Section 2. Membership and Attendance

The committee shall consist of five (5) active voting members. A member of the committee shall serve for a term of three years and may be reappointed by the Select Board. If a member fails, without being excused by the Chair, to attend three meetings in a row, the Chair will notify the Town Manager of a vacancy on the committee. (person can become an associate member and free up a full-time spot) Three members need to be present in order to form a quorum. By joining the RCC you have agreed to work in cohesive manner with other members. At least one group project will be decided on each year.

Section 3. Officers; Duties

Officers of the Commission shall consist of a Chairman, Vice Chairman and Secretary and Treasurer to be chosen annually at the first regular meeting in each year by and from among Commission members unless otherwise provided by law.

The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Commission to perform its duties and conduct its affairs. The chair also shall set the agenda for each meeting.

In the absence of the Chairman, the Vice-Chairman shall preside and shall have the same authority and duties as the Chairman.

The Secretary shall maintain a permanent record of all Commission meetings and all correspondence of the Commission, which shall be a public record except as otherwise provided by law. He or she shall keep the Maine Association of Conservation Commissions informed of the current names and mailing addresses of Commission members.

The Treasurer shall coordinate with the Town Finance Director so that he or she is prepared to render a report on the status of all funds under the jurisdiction of the Commission at each meeting. The Treasurer shall also recommend action on all bills received by the Commission and ensure the appropriate authorizing signatures are secured on these bills.

Section 4. Meetings

Meetings shall be held each month or as otherwise necessary. Meetings may be called at the discretion of the Chair or Town Manager, or upon the request of most of the committee. Any meeting called shall be done in a manner that provides proper notice to each member and to the public. Meeting minutes shall be recorded and publicly available.

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. Purchasing

All proposed purchases must be presented to the committee at a monthly meeting. An Invoice will be submitted to the Chair and Treasurer to approve. Expense reports will be maintained by the Treasurer and presented at monthly meetings.

Section 6. Inventory

An inventory of all equipment purchased and owned by the RCC will be conducted at the first meeting of the year. (July) The Treasurer will maintain a log of purchased goods. Reconciliation and purchases made from the RCC budget will be presented monthly.

Section 7. Hearings

Public hearings of the commission shall be called as required by law or on such other occasions, as most of the Commission may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

Section 8. Decisions

All decisions of the Commission shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the commissions permanent record, and shall, required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Commission, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law. Notice of any decision, if required, shall be given as prescribed by law.

The Commission may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Commission may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 9. Conflict with Laws

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

Section 10. 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.

Adopted by the Commission on November 10, 2001

Approved by the Board of Selectmen on July 28, 2003

Approved by the Rockport Conservation Commission Committee on April 10, 2019

Approved by the Select Board on October 15, 2019

Approved by the Select Board on January 27, 2020

Approved by the Rockport Conservation Commission on October 20, 2021

Approved by the Select Board on November 1, 2021