



## **Bylaws of the Ordinance Review Committee of the Town of Rockport, Maine**

### **Section 1. Purpose of Ordinance Review Committee**

The purpose of the Ordinance Review Committee (“Committee”) is to evaluate and draft proposed town ordinances for consideration by the Select Board.

### **Section 2. Purpose and Scope of These Bylaws**

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

### **Section 3. Membership**

The Committee consists of not less than seven (7) members, all of whom shall be residents of the Town of Rockport. The members shall serve without pay and shall be appointed by the Selectmen to serve for staggered three (3) year terms expiring on June 30.

From time to time, as required by the volume of work assigned to the Committee, it may be temporarily expanded to facilitate completion of assigned tasks such as rewriting ordinances resulting from the implementation of a new Comprehensive Plan. Such additional members shall serve only so long as required by the workload.

If a member fails, without good cause, to attend four (4) consecutive regular meetings, or at least 75% of all meetings during the preceding twelve month period, a recommendation may be made to the Select Board that the member be removed from the Committee.

**Commented [OT1]:** If this continues to exist, then we cannot adopt this "remote meeting policy" or even move forward with ordinance amendments. I propose we reduce this to four (4) members.

## **Section 4. Officers; Duties**

The Committee shall elect a Chairman and Vice Chairman to be chosen annually at the first regular meeting after the town election in June and from among Committee members. The Chairman shall preside at all Committee meetings and shall have authority to rule on questions of 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 Committee to perform its duties and conduct its affairs. The Chairman also shall set the agenda for each meeting. In the absence of the Chairman, the Vice Chairman shall have the same authority as the Chairman. The Town Manager shall maintain a permanent record of all Committee meetings and all correspondence of the Committee, which shall be a public record except as otherwise provided by law.

## **Section 5. Meetings**

Meetings of the Committee shall be held as needed. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the Committee, provided, however, that notice thereof shall be given to each member and to representatives of the press at least 48 hours in advance and that no business may be conducted other than as specified in said notice.

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.

Notice of all Committee meetings shall be given as required by law, and all such meetings shall be open to the public. All final decisions shall be included in the official minutes, shall become a part of the Committee's permanent record. All meeting minutes shall be recorded and publicly available. Notice of any decision, if required, shall be given as prescribed by law.

## **Section 6. Quorum, Voting, and Conflict of Interest**

A quorum shall consist of a majority of the Committee being present. Any action of the Committee shall require the affirmative vote of a majority of members at meeting at which a quorum is present. Members of the Committee shall be subject to conflict of interest provisions of the Rockport Town Charter.

Members, including alternates, may participate in a meeting by electronic means but not vote or be considered part of the quorum unless physically present. Alternates may participate in any meeting but shall not be included for quorum or voting purposes except in the absence of a regular member.

## **Section 7. Conflict with Town Charter and Laws**

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

## **Section 8. Waiver; Amendments**

These bylaws, or any provision thereof, may be waived but only if they remain consistent with applicable law and the Rockport Town Charter. 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 Ordinance Review Committee October 23, 2003

Amended by the Ordinance Review Committee March 11, 2020

Approved by the Select Board on March 23, 2020