

Town of North Yarmouth

Economic Development & Sustainability Committee

Bylaws

Section 1. Purpose and Scope

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 follow the guideline of Robert's Rules to govern the committee's practices and procedures except as otherwise provided by Maine Law, North Yarmouth Charter, North Yarmouth Committee Policy and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers and Duties

A. Officers of the committee shall consist of a "Chairperson" (and optionally a "Co-Chairperson") and a "Secretary" to be chosen annually (in compliance with the town charter) at the first regular meeting in July of each year by and from among Committee members unless otherwise prohibited by law.

B. The Chairperson(s) shall preside at all meetings and shall have the authority to rule on matters and procedure to maintain order. The Chairperson(s) shall set the agenda previous to meetings, determine the course of the proceedings, and take any actions as may be necessary and consistent with these bylaws (or other law) to enable the Committee to perform its duties and conduct its affairs.

C. In the case of co-Chairpersons, both will collaborate on the agenda prior to meetings and one will preside at each meeting while the other acts as vice chair, either in an alternating or predetermined order. In the absence of a chairperson whose turn it might be, the other Chairperson shall preside at the meeting.

D. The Secretary or designee shall maintain a permanent record of all Committee meetings, all documents and all correspondence of the committee, which shall be a public record except as otherwise prohibited by law.

E. In the case that an officer misses two (2) consecutive meetings without approved notice, resigns or requests to step down from the position, the committee, at the next regular meeting and in accordance with North Yarmouth charter, shall choose a replacement officer by majority vote from existing committee members.

Section 3. Meetings

A. The regular meeting shall generally be held on the fourth Thursday of each Month.

B. The annual organizational meeting of the committee shall be the first regular meeting in July of each year.

C. Special meetings may be scheduled by the chairperson or any individual co-chair with no less than forty-eight (48) hours written notice of the time, place and business of the meeting. This notice shall be given to each member of the committee and shall be posted on all Town forms of electronic media communications and designated public locations.

D. The chairperson or any individual co-chair shall call a special meeting within ten (10) days receipt of a written request from any three (3) members of the committee whose request shall specify the matters to be considered at said special meeting.

E. Regular meeting outline;

1. Call to order.
2. Pledge of Allegiance.
3. Approval of the previous meeting minutes.
4. Agenda items (old business).
5. New business.
6. Public comment.
7. Any other business (discussion as time permits).
8. Adjournment.

F. All regular meetings of the committee shall be open to the public. No votes may be taken by the committee except in public meetings. Any meeting that consists of at least a quorum of regular members will be considered an Official meeting and subject to Maine law, Town of North Yarmouth charter and committee policy.

G. Subcommittee meetings consisting of (3) members or less do not constitute a quorum and is not considered an official meeting.

Section 4. Voting

A. A quorum shall consist of (4) regular members, a majority of (7) regular Members.

B. All matters shall be decided by a show of hands. Decisions on any matter shall require an affirmative of a quorum.

C. A vote without majority shall be considered a failure of the motion.

D. Any members with a conflict of interest or appearance of a conflict, as stated in North Yarmouth Charter, shall recuse themselves from a vote and not count as part of the quorum.

E. An alternate member shall replace a regular member who is:

1. Disqualified from voting by reclusion
2. Unable to attend a meeting
3. Absent from a regular meeting due to late arrival of more than 10 minutes.

Section 5. Conflict with Laws

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

Section 6. Amendments

These bylaws may be amended at any time in writing by a majority vote of the committee on the proposed amendment.

Committee vote in favor of by-laws - Jan 27, 2022.