

Bylaws of the Comprehensive Plan Task Force

I. Mission

The purpose of the Comprehensive Plan Task Force is to develop and draft a Comprehensive Plan update for presentation to Town Meeting in 2023.

II. Objectives

The Task Force is responsible for the following assignments:

1. Working with a consultant to develop a Comprehensive Plan,
2. Solicit public input,
3. Review recommendations, and
4. Make final recommendation for Town Meeting.

III. Reporting

The Task Force shall meet with the Selectboard to submit progress reports as requested. Task Force requests for action may be submitted to the Selectboard at any time.

IV. Staff Support

The Town Manager shall function as the primary professional and administrative support to this Task Force; however, services and support from the Code Enforcement Officer also may be utilized if authorized by the Town Manager.

V. Task Force Composition

1. The Task Force shall be composed of eleven members appointed by the Selectboard, with preference given to:
 - a. Up to two Selectboard members chosen by the Selectboard
 - b. One member of the Library Trustees, recommended by the Library Trustees.
 - c. Up to two members of the Planning Board, recommended by the Planning Board
 - d. One member of the Harbor Committee, recommended by the Harbor Committee
 - e. One member of the Recreation Board, recommended by the Recreation Board
 - f. One member of the School Committee, recommended by the School Committee
 - g. Three at-large members of the public who are residents of Tremont, who are not members of another Town Board, Committee, or Task Force.
2. If there are not enough volunteers to fulfill the above categories, the Selectboard reserves the right to appoint any resident.

3. A quorum of the Task Force shall consist of six members.
4. Passage of a motion shall require the affirmative vote of a majority of those members present and voting.
5. Members representing Committees or Boards shall serve as their liaison, keeping their respective groups informed of Task Force progress and involving the Committee or Board members in Task Force decision-making.
6. All meetings of the Task Force shall be open to the public and notice and agenda thereof shall be given at three days prior to meeting.
7. Discussion of Task Force business by three or more members outside of a properly posted meeting is illegal under the Maine Freedom of Access Act and is forbidden.
8. Notice of the meetings of the Task Force shall be so given that all members shall have reasonable opportunity to make plans to attend. In advance of the meeting, members anticipating absence shall notify the Town Manager, who shall forward that notice to the officer presiding at the meeting. A member shall forfeit his/her membership on the Task Force if he/she fails to attend two meetings of the Task Force in any one calendar year without being excused by a vote of the Task Force membership.
9. Any member of the Task Force may submit a minority report to the Selectboard during reporting phases or on interim action recommendations.
10. Except for Town employees, the terms of all members shall expire on June 30, 2023.
11. Any vacancy shall be filled by Selectboard appointment.

VI. Organization

The Task Force shall organize itself, at its first scheduled meeting, by electing a Chair, Vice Chair, and Secretary. Thereafter, elections shall be held each July for all positions.

VII. Duties of the Chair

1. When present, the Chair shall preside at all meetings of the Task Force.
2. The role of the Chair is to facilitate discussion and seek consensus of the Task Force in order fulfill the Mission (Article I) and Objectives (Article II).
3. The Chair shall serve as the primary staff contact for the coordination of follow-up, Committee and Staff assignments, and the assembly of agendas.
4. The Chair, or the Chair's designee, shall present periodic progress reports to the Selectboard as required by Article III, Reporting.
5. The Chair may appoint speakers to give the Selectboard both sides of any recommendation under consideration or discussion.
6. In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.

VIII. Duties of the Secretary

The Secretary shall keep a faithful and complete record of all meetings, including attendance and any action taken, and provide a signed, true copy of the minutes to the Town

Manager, who shall forward copies to the Selectboard and Town Clerk.

IX. Resignations

Members wishing to resign from the Task Force shall submit a written resignation to the Town Clerk, who shall forward the resignation to the Selectboard for acceptance. As a courtesy, the resigning member should also inform staff or the Task Force Chair.

X. Meetings

Meetings shall be conducted as needed.

XI. Agenda

1. Regular meetings shall be conducted utilizing the following order of business:
 - a. Call to Order
 - (1) Determination of a Quorum
 - (2) Excusals of Absent Members
 - b. Approval of Minutes
 - c. Adoption of Agenda
 - d. Regular Business
 - e. Matters for the Next Agenda
 - f. Date/Time/Location for Next Meeting
 - g. Adjournment
2. The Chair in consultation with the Town Manager shall set the agenda.
3. Copies of the agenda shall be e-mailed to the Task Force and the local press at least three days prior to each meeting.
4. The agenda shall be posted at the Town Office at least three days prior to each meeting.
5. Once posted, no item may be added to the agenda, except that by a two-thirds vote of the Task Force members present and voting, the Task Force may add items where:
 - a. Significant inconvenience may result if the matter is postponed, or
 - b. The routine nature of the request is expected to be of little public interest.

XII. Procedure

Unless otherwise provided herein, the officers and members shall conduct all meetings as set forth in the latest edition of Robert's Rules of Order.

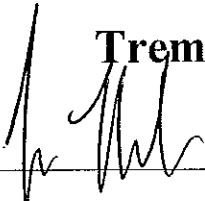
XIII. Termination

Unless these bylaws are amended by the Selectboard, the Task Force shall automatically terminate on June 30, 2023.

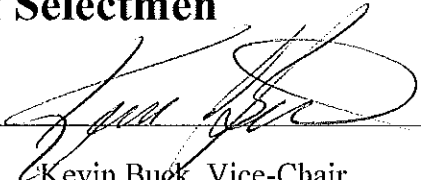
XIV. Amendment

These bylaws may be amended only by action of the Selectboard.

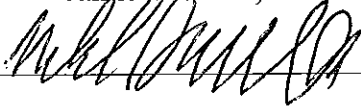
Tremont Board of Selectmen



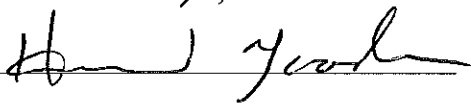
Jamie Thurlow, Chair



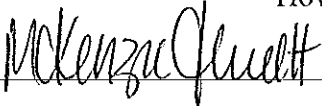
Kevin Buck, Vice-Chair



Michael Mansolilli



Howard Goodwin



McKenzie Jewett

Legislative History:

- 08/03/20 *Selectboard Requested*
- 08/05/20 *Staff Drafted*
- 09/08/20 *Selectboard reviewed and requested amendments*
- 09/10/20 *Town Manager revised*
- 09/21/20 *Selectboard adopted*