

Bylaws of the Public Safety Building Committee

I. Mission

The purpose of the Public Safety Building Committee is to explore options, conduct planning work, and make recommendations to the Select Board of the Town of Tremont on the future Public Safety Building.

II. Objectives

The Committee is responsible for the following assignments:

1. Explore suitable locations for the future public safety building and bring those recommendations to the Select Board,
2. Collaborate with other area towns and Hancock County where appropriate on Public Safety Building designs and plans,
3. Collaborate with any engineers or consultants that the Town of Tremont may hire for the proposed project.
4. Research and make recommendations to the Select Board on proposed designs and layout of the Public Safety Building.

III. Reporting

The Committee shall meet with the Selectboard to submit progress reports as requested. Committee 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 Committee; however, services and support from the Code Enforcement Officer also may be utilized if authorized by the Town Manager.

V. Committee Composition

1. The Committee shall be composed of Seven (7) members appointed by the Select Board, including:
 - a. 2 Tremont Volunteer Fire Department members
 - b. 1 Southwest Harbor/ Tremont Ambulance Service Representative
 - c. 1 Select Board member
 - d. 1 Planning Board member
 - e. 2 members of the general public, who are Tremont residents
2. A quorum of the Committee shall consist of four (4) members.
3. Passage of a motion shall require the affirmative vote of a majority of those members present and voting.
4. Members representing organizations shall serve as their liaison, keeping their respective groups informed of Committee progress and involving the organization's members in Committee decision-making.

5. All meetings of the Committee shall be open to the public and notice thereof shall be given as provided below.
6. Discussion of Committee business by four (4) or more members outside of a properly posted meeting is illegal under the Maine Freedom of Access Act and is forbidden.
7. Notice of the meetings of the Committee 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 Committee if he/she fails to attend two meetings of the Committee in any one calendar year without being excused by a vote of the Committee membership.
8. Any member of the Committee may submit a minority report to the Selectboard during reporting phases or on interim action recommendations.
9. Members shall be appointed for terms of three years. Vacancies shall be filled for the remainder of the term of the person who is no longer a member of the Committee. All terms shall expire on June 30 of the year in which the term expires.

VI. Organization

The Committee 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 Committee.
2. The role of the Chair is to facilitate discussion and seek consensus of the Committee in order fulfill the Purpose (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 Committee 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 Committee 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
 - (3) Declaration of Conflicts of Interest
 - 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 Committee and the local press at least 24 hours prior to each meeting.
4. The agenda shall be posted at the Town Office at least 18 hours prior to each meeting.
5. Once posted, no item may be added to the agenda, except that by a two-thirds vote of the Committee members present and voting, the Committee 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. Amendment

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

Tremont Select Board

James Thurlow	Kevin Buck
Eric Eaton	Howard Goodwin
McKenzie Jewett	

Legislative History:
10/25/2023 *Manager drafts Public Safety Building Committee by-laws*