

# **Eliot Clean Water Committee**

## **Approved Draft By-Laws**

### **ARTICLE 1: PURPOSE**

- A. The purposes of the Eliot Clean Water Committee (hereafter referred to as the Committee) is to serve as an advisory board to the staff and Select Board on matters affecting the water quality, including but not limited to, managing storm water projects and funding, do the following:

### **ARTICLE 2: DUTIES**

- A. The duties of the Committee are as follows:

- a. Advise the Select Board and staff in the creation of a Clean Water Master Plan with a specific focus on storm water management and projects, and additional focus on related sources of pollution and harm to our waterways.
- b. Identify the most pressing storm water remediation needs and to review the scope of project and costs of said projects.
- c. Assist with the six minimum control measures under the Town's MS4 Storm Water Permit.
- d. Research, develop and recommend a dedicated funding source system for upcoming storm water projects.
- e. To assist in the development of policies and ordinances that address storm water management.
- f. Advise on other clean water issues as they arise (clam flats, sewer issues, pollution, erosion, etc.)

### **ARTICLE 3: MEMBERSHIP**

#### **3.1 Appointments and Terms**

- a.) The Committee shall consist of 5 full members and 2 Alternate members. A liaison from the Select Board may also be appointed but be non-voting.
- b.) All members of the Committee shall be residents of the Town of Eliot.
- c.) Members shall serve a term of 3 years and be eligible for reappointment.

#### **3.2 STAFF SUPPORT**

- a.) The Asst. to the Planning Board and / or Public Works Director may provide staff support to the Committee.

## **ARTICLE 4: OFFICERS and ELECTIONS**

### **4.1 Officers and Responsibilities**

Annually, the Committee shall elect a chairman and vice-chairman, and other officers as may be deemed necessary and required.

Each member is expected to understand the administrative duties of the Committee and share in the following roles/duties:

- Act as a spokesperson for the Committee
- Monitor conflicts of interest in Committee activities
- Ensure adherence to local Ordinances, Town Charter and State Statutes
- Recruit new members when a Committee vacancy occurs
- Keep the Select Board apprised of the Committee's activities
- Decide on points of order and procedure during the meeting
- Maintain the Committee's records

At the beginning of the meeting, a Member or staff person will assume responsibility for recording the minutes of the meeting.

### **4.2 Elections**

- a. Officers shall be elected annually by a majority of the Committee membership at the first meeting of the Town's fiscal year.
- b. No member may serve in the position of Chair for more than two consecutive terms.

### **4.3 Removal from Office**

- a. Members are expected to attend scheduled meetings on a regular basis. Failure to attend at least 50% of all regular quarterly meetings over a one (1) year period may constitute a resignation that must be acted on by a majority vote of the Select Board.
- b. Committee members may be removed for cause by the Select Board for malfeasance in office.

## **ARTICLE 5: SUBCOMMITTEES**

- a. The Chair shall appoint those sub-committees that are necessary to accomplish the Committee's work, subject to the approval of a majority vote of the Committee.
- b. The Chair shall be an ex-officio member of every sub-Committee.

## **ARTICLE 6: MEETINGS**

### **6.1 Regular Meetings**

- a.) The Committee shall meet at Town Hall on the \_\_\_ \_\_\_\_\_ day of the month at \_\_\_ PM or at a place and time so designated by an agenda approved by the Chair.
- b.) Members may attend in person or via electronic means (video). Participation by video is limited to less than 50% of the membership by Charter.
- c.) Agendas shall be posted on the Eliot website and locations that the Select Board agendas are posted. Agendas of regular meetings shall be posted at least seven (7) days prior to the meeting.
- d.) All meetings shall be open to the public. Every agenda shall have a section that is specifically for people to offer public comment, though time restrictions for speaking may be adopted as deemed required.

### **6.2 Special Meetings & Emergency Meetings**

- a. The Chair may call a special meeting of the Committee provided that the agenda is posted seven (7) days prior to the meeting. An emergency meeting requires public notice as soon as possible by all available means.

### **6.3 Executive Sessions**

The Committee may call for an executive session only under the provisions and terms specified in the Maine State Statutes.

### **6.4 Quorum & Voting**

- a. A quorum of the Committee shall consist of a majority of the membership.
- b. No discussions of committee business or official actions shall be made by the Committee without a quorum of the membership.
- c. The Committee will take action pursuant to motions and seconds made by Committee members. A roll call vote count shall be maintained on any Committee vote. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting or attending via telecommunications, vote in favor of the action.
- d. Proxy voting shall not be allowed.

## **ARTICLE 7: PERFORMANCE ISSUES**

Committee members serve as official representatives of the Town of Eliot to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to comport themselves accordingly. All members shall adhere to the Maine Freedom of Access Act Laws (1 MRS § 401 et seq.) and, where applicable, the Eliot Personnel Policies and Procedures Manual. The Town Manager is the FOAA Officer for the Town and all such requests to the Committee shall be immediately conveyed to the FOAA Officer.

## **ARTICLE 8: AMENDMENT OF THE BY-LAWS**

These by-laws may be amended, and recommended for amendment to the Select Board, by a 2/3 vote of the Committee after two (2) weeks advanced notice of the intent to change has been given in writing to each Committee member.

## **ARTICLE 9: EFFECTIVE DATE**

These by-laws shall become effective upon a vote of the majority of Committee members in a regular meeting and a majority vote of Select Board.

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Select Board Chair

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Date