

**Town of Eliot, Maine**  
**Bylaws of the**  
**Conservation Commission**

**I. Establishment and Name**

- a. The name of this organization shall be the Eliot Conservation Commission, herein called the Commission. The establishment of the Commission along with these bylaws are adopted in furtherance of the powers granted under the authority of 30-A M.R.S.A. § 3261.

**II. Purpose**

- a. The purpose of the Commission shall be to ensure the proper utilization and protection of the natural resources, ecosystems, scenic vistas and open spaces of Eliot; to protect the watershed and wetland resources of Eliot; and to further an awareness and understanding of conservation practices and policies throughout the Town and region.

**III. Duties**

- a. The Commission shall keep records of its meetings and activities through minutes that are to be filed with the Eliot Town Clerk as well as in the Eliot Conservation Commission's files.
- b. The Commission shall make an annual report to the town to be published as part of the annual town report.
- c. The Commission shall conduct research and make recommendations as to the protection, development and use of the natural resources located within the territorial limits of the town of Eliot. It shall coordinate its activities with existing municipal agencies, commissions, departments, and bodies organized for similar purposes (i.e. Great Works Regional Land Trust) and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary to further implement these duties.
- d. The Commission shall, whenever possible, review current and proposed development projects in town to determine potential impacts on natural resources and make recommendations to the Planning Board accordingly.
- e. The Commission shall review the town's Open Space Plan, Comprehensive Plan, and Zoning Ordinances to better familiarize itself with the needs of the town as they pertain to natural resources and issues of conservation.

**IV. Appointments and Vacancies**

- a. Original appointments to the Conservation Commission are made by the Select Board. The Select Board may appoint at least 3, but not more than 7 conservation commissioners. Members shall be appointed for terms of 3 years and shall serve until the appointment of their successors.

- b. A vacancy in the membership caused by other than expiration of a term shall be filled in the same manner as the original appointment (by the Select Board) for the duration of the remainder of that term.
- c. The Commission may recommend new members to the Select Board.
- d. The Select Board may appoint alternate members to the Commission. If appointed, alternate members of the commission may join the regular members in all meetings and public hearings and may vote if a quorum is not present and if authorized to do so by the Chair.
- e. Commissioners shall strive to attend every meeting and will notify the Chair or Secretary in advance when unable to attend a meeting.

## **V. Elections**

- a. Officers of the Commission shall be elected from the membership annually in the first meeting of the Commission after the annual Town Meeting. This meeting shall be designated the election meeting. The following officers shall be elected by and from regular members: Chair, Vice Chair, Secretary, Treasurer.

## **VI. Officers**

- a. Chair- The Chair shall serve a term of one year until her or his successor is chosen and qualified. She or he may be reelected for successive terms. The Chair shall, in addition to the duties imposed by law, preside at all meetings of the Commission at which he or she is present, prepare draft budgets, agendas, and reports, and generally direct the work of the Commission.
- b. Vice Chair- Shall preside at all meetings of the Commission in the absence of the Chair, and shall perform all duties and shall have all powers of the Chair in the case of absence or incapacity of the Chair.
- c. Secretary- The Secretary shall keep an accurate record of the proceedings of the Commission, and shall send copies of the minutes of meetings to each member and the Town Clerk, and place in the Conservation Commission's files. She or he shall perform all other duties imposed by law, assigned by the Chair, or otherwise herein provided.
- d. Treasurer- She or he shall see to it that the Commission stays within its budget, recommend action on all bills received by the Commission, ensure that the appropriate authorized signatures are secured on these bills and transmit duly authorized bills to the appropriate municipal office for disbursement approval or payment as required. The Treasurer shall also coordinate with the Town Finance Director so that she or he is prepared to render a report on the status of all funds under the jurisdiction of the Commission at each meeting and shall perform all other duties imposed by law, assigned by the Chair, or otherwise herein provided.

## **VII. Communication with Municipal Offices**

- a. The Commission will keep the Town Manager and Select Board informed as to their activities. The Commission will consult with and obtain approval from the Town Manager and/or Select Board on matters of mass mailings to townspeople, organizing

town-wide events (such as clean-up days, etc.) acceptance of gifts, applications for grant money and receipt of grant monies.

### **VIII. Meetings**

- a. The Commission shall at a minimum meet every month and shall keep records of its meetings and activities.
- b. Robert's Rules of Order or other recognized parliamentary guide shall govern meeting procedure, when not in conflict with statutes or these bylaws.
- c. The Chair may call a special meeting, provided that at least 7 days' notice of time, place, and business of such meeting is given to each Commission member, and submitted to the Town Clerk. A special meeting may be called to address any issue for which the public should be informed. At any special meeting no business other than that specified in the notice may be considered.

### **IX. Quorum**

- a. A majority of the members of the Commission shall constitute a quorum.
- b. In the absence of a quorum, the regular meeting shall be deemed to be adjourned and rescheduled for a date to be determined or the next month's regularly scheduled meeting.

### **X. Conflict of Interest**

- a. No member of the Commission shall vote on any motion, resolution, or issue in which that member has a pecuniary interest. Any member of the Commission who has such an interest in any matter that comes before the Commission shall fully disclose all the relevant facts prior to the consideration of the matter by the Commission, at which time the Commission shall decide whether the member in question should recuse him/herself from any future decisions made on the project in question.
- b. Nothing in these bylaws shall be construed to conflict with or usurp any duties, powers, or functions of the Conservation Commission pursuant the 30-A M.R.S.A. § 3282.

### **XI. Amendments and Bylaw Adoption**

- a. The Commission may amend these Bylaws at a regular or special meeting provided that the amendment has been provided in writing to each member of the Commission at least two days preceding the meeting at which the vote is taken.

Approved: June 28, 2018 - DKL

