

Eliot Maine Bicentennial Ad Hoc Committee By-Laws

ARTICLE 1: PURPOSE

The purpose of the Eliot's Maine Bicentennial Committee, (hereafter referred to as the Committee) is to celebrate Maine's Bicentennial as a community.

ARTICLE 2: DUTIES

The Committee shall:

- a. Kick-off celebration on Eliot Festival Day 2019
- b. Collaborate with other groups/organizations in Eliot for regular scheduled events throughout 2019/2020.
- c. Master calendar for events.
- d. Final Celebration Eliot Festival Day 2020

ARTICLE 3: MEMBERSHIP

3.1 Appointments and Terms

- a. The Committee shall consist of Lydia Goodwin and Jan Cerabona members appointed by the Select Board. A liaison from the Select Board may also be appointed (non-voting).
- b. All members of the Committee shall be residents or affiliated with a business in Eliot.
- c. Members shall be eligible for reappointment.

3.2 Staff Support N/A

- a. The Town Clerk shall provide staff support to the Committee.

ARTICLE 4: OFFICERS AND ELECTIONS

4.1 Officers and Responsibilities

The officers of the Committee shall consist of Co-Chairs, Lydia Goodwin and Jan Cerabona and Secretary, Rosanne Adams-Fisher. The duties of the Committee officers shall be as follows:

- a. **Chair.** The Chair is the official spokesperson for the Committee and shall publicly express only those points of view that are reflective of and have been agreed upon by the Committee. The Chair shall preside at all meetings of the Committee; call special meetings when necessary; approve agendas drafted by staff; assign members to subcommittees; monitor conflict of interest in all of the Committee's activities; ensure adherence to local Ordinances, Town Charter and State Statutes; ensure proper training of the Committee's members; recruit new members when a Committee vacancy occurs; keep the Select Board apprised of the Committee's activities; and perform all other duties necessary or incidental to the office. The Chair shall decide all points of order and procedure during meetings and his/her decision shall be final unless overruled by a majority of the members present. The Chairperson is a voting member of the Committee.
- b. **Secretary.** The Secretary shall record the minutes of the Committee meetings and be responsible for maintaining the Committee's records.

4.2 Elections N/A Short term Committee ending Eliot Festival Day 2020

- a. Officers shall be elected every two years 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 shall constitute a resignation that must be acted on by a majority vote of the Select Board.
- b. Committee members may be removed by the Select Board for malfeasance in office.

ARTICLE 5: SUBCOMMITTEES

- a. The Chair shall appoint those subcommittees 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 subcommittee.

ARTICLE 6: MEETINGS

6.1 Regular Meetings

- a. The Committee shall meet at the William Fogg Library, a place and time so designated by an agenda approved by the Chair.
- b. The Committee may meet more frequently as determined by the Chair or a majority of the Committee.

- 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 three (3) days prior to the meeting.

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 official action or binding resolution 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 vote in favor of the action.
- d. Proxy voting shall not be allowed.

6.5 Presiding Rules

Parliamentary procedure in Committee meetings shall be governed by the adopted rules of order, Robert's Rules of Order Newly Revised, current edition.

ARTICLE 7: PERFORMANCE ISSUES

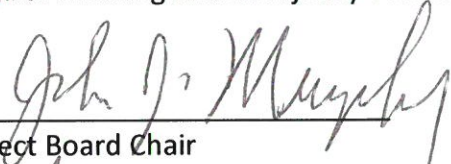
Committee members serve as official representatives of the Town of Eliot to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to comport themselves accordingly. All members shall adhere to the Maine Freedom of Access Act Laws (1 MRS § 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 BYLAWS

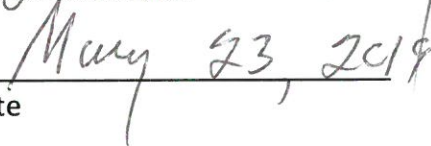
These by-laws may be amended, and recommended for amendment to Select Board, by a 2/3 vote of the Committee after two (2) weeks advanced notice of the intent to change has been given in writing to each Committee member.

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.



Select Board Chair



Date