



Whereas, the Eastport City Council strives to provide effective, transparent, and accountable governance to the residents of the City of Eastport; and

Whereas, it is recognized that formal procedures and rules for committees contribute to attaining these goals,

The City hereby sets the following rules and procedures for the following Committees of the City of Eastport:

Parks & Recreation Committee
Budget Committee
Deer Committee
Eastport Development & Growth Effort (Formerly the Downtown Committee)
Age Friendly Committee
Airport Advisory Committee
Comprehensive Plan Committee
Historic Review Board
Recycling and Solid Waste Committee

and any Committees created by the City Council after this date, unless in their creation of a new committee the City Council specifically states that these rules and procedures are not to apply to the newly created Committee. If there is any conflict between these Rules and Procedures and the City Charter, the Charter governs, but the remainder of these Rules and Procedures shall not be invalidated by such a conflict.

Rules & Procedures of Committees of the City of Eastport

Section 1. Composition, Qualification, Terms, Removal

- I. City committees shall consist of not more than 12 residents of the City who shall be appointed by the Eastport City Council. The City Manager may attend all committee meetings and engage in discussions, but may not vote. Each Committee will have a liaison from the City Council that is appointed by the City Council. The Council Liaison shall be able to attend all Committee meetings and participate in discussions, but shall not vote.
- II. Members of a committee shall serve for a term of three years during good behavior and may be reappointed to an unlimited number of terms.
- III. Any Committee member that misses three consecutive regularly scheduled committee meetings without cause (cause to be determined by the Committee Chair) or fails to serve in good behavior shall forfeit their seat on the Committee.

Section 2. Officers, Meetings, Quorum, Procedure

- I. Each Committee shall annually elect a Chair, Vice Chair, and a Secretary from among its members.
- II. The Committee Chair must be elected each year and can only serve a maximum of three consecutive years.
- III. Each Committee shall establish a Statement of Purpose.
- IV. The Committee Chair shall call meetings as necessary or when so requested by a majority of its members or member of the City Council or the City Manager.
- V. A quorum necessary to conduct Committee business shall consist of at least one half of the voting members of the Committee. Actions of the Committee shall require a simple majority of the quorum present. Committee members may fully participate in meetings telephonically.
- VI. The Secretary shall maintain a record of all proceedings of the Committee.
- VII. The Committee shall follow the procedures detailed in the Roberts Rules of Order Newly Revised.

Section 3. Meetings, Public Notice, Agendas

- I. All Committee meetings will be open for viewing by the general public except that Committees may hold Executive Sessions as provided by Title 1 M.R.S.A. Section 405. Notice of all Committee meetings will be posted in three public places in the City and on the City's website at least 48 hours before the meeting. Such posting will contain the Agenda for the called meeting.
- II. Minutes of a previous meetings will be considered for approval by the Committee in a timely fashion (no more than 2 months after the meeting that generated the minutes) and be provided to the City Clerk and then shall be made public on the City's website and maintained for 2 years at City Hall for public viewing.

Section 3. Effective Date

- I. These Rules & Procedures shall take effect immediately, but shall not invalidate previous actions by any Committee or invalidate the prior appointment of any Committee members. Committee Members who are currently serving shall now have a term ending 3 years after the adoption of these Rules & Procedures, subject to all other provisions of these rules and regulations.

Enacted: 3-13-2019

Attestation of City Clerk: 