

**Town of Ogunquit  
Bicycle-Pedestrian Committee  
BY-LAWS**

I. GENERAL PROVISIONS

The business of the Committee shall be conducted in accordance with Maine Statutes, Town Ordinances, Town Charter and Robert's Rules of Order.

II. MEMBERSHIP

- a) The Bicycle-Pedestrian Committee shall consist of seven (7) members for a three year term along with two (2) alternate members appointed by the Select Board.
- b) Any member of the Committee may be removed, for cause, by the Select Board before expiration of his/her term. The term "for cause" shall include failure to attend three (3) consecutive Committee Meetings or hearings without sufficient justification and excused by a majority vote of the Committee. At the request of the member in question, the Select Board shall discuss the matter in executive session.
- c) When there is a permanent vacancy, the Chairperson shall immediately notify the Select Board. The Select Board shall fill the vacancy per guidelines as dictated in the Town Charter.

III. OFFICERS & DUTIES

The officers of the Committee shall consist of a Chairperson, Vice Chairperson and Secretary who shall be elected annually by a majority of the Committee. The officers shall be full members of the Committee. The election of officers shall take place at the first meeting following annual Town elections. A member receiving a majority vote of the full members of the committee shall be elected and shall serve for one (1) full year.

- a) CHAIRPERSON - The Chairperson shall perform all duties required by law and these By-Laws and preside at all meetings of the Committee. The Chairperson shall rule on issues, order and procedure and shall take such other actions as are necessary for the efficient and orderly conduct of meetings, unless directed otherwise by a majority of the Committee. The Chairperson's signature shall be the official signature of the Committee and shall appear on all decisions as directed by the Committee.

The 1<sup>ST</sup> alternate shall serve in place of any absent full member. The 2<sup>ND</sup> alternate shall serve in place of a second absence of a full member or if the 1<sup>ST</sup> alternate is not present, the 2<sup>ND</sup> alternate takes on the role as the 1<sup>ST</sup> alternate.

The Chairman reports to the Select Board on all official transactions that have not otherwise come to the attention of the Board. The Chairman also

prepares or delegates the preparation of any reports concerning the affairs of the Committee and required or requested by the Select Board.

- b) VICE CHAIRPERSON - The Vice Chairperson shall serve in the absence of the Chairperson and shall have all the powers of the Chairperson during the Chairperson's absence, disability or disqualification.
- d) SECRETARY - The Secretary shall keep a record of all minutes, correspondences and attendance and shall send all Agenda's, Meeting Minutes and correspondence to the Town Clerk for recording for public record. All records are public and may be inspected at reasonable times. The Secretary, shall record all Minutes of all Committee meetings, showing the vote of each Member upon every question or, if absent or failing to vote, indicating such fact. The Secretary shall arrange proper and legal notice of all Committee meetings. The Minutes of Meetings shall be sent to all Members and Alternate Members within a reasonable time frame.
- e) All officers can, with cause, be removed and/or replaced by a majority vote of the Committee. The election of new officers shall take place immediately after any such removal or replacement.
- f) ALL MEMBERS - All Members of the Committee shall be responsible for:
  - 1. Being knowledgeable of the laws, Town of Ogunquit Ordinances and Charter, Robert's Rules and any other that pertain to judgments they make;
  - 2. Members shall also be familiar with the Comprehensive Plan and State Statutes relating to their activities.
  - 3. Regular attendance at Meetings and hearings.

#### IV. CONFLICT OF INTEREST & BIAS

- a) Any question of whether a particular issue involves a "conflict of interest" sufficient to disqualify a Member from voting hereon, shall be decided by a majority vote of the Members, except the Member whose potential conflict is under consideration.

#### I. MEETINGS

- g) The regular Meeting of the Committee shall be held on the third (3<sup>rd</sup>) Wednesday of the month excluding July and August, or as deemed necessary by the Chairperson. The standard meeting place shall be at the Dunaway Center.
- h) The Chairperson shall call a Meeting within ten (10) days of receipt of a written request from the majority of the Committee or from the Select Board, which request shall specify the matters to be considered at such special Meeting. At least seventy-two (72) hours written notice of time, place and business of the Meeting shall be given each Member of the Committee, the Municipal Officers and Town residents.

c) The order of business at regular Meetings of the Committee shall be as follows:

1. Roll call;
2. Approval of the Minutes of preceding meeting(s);
3. Unfinished Business;
4. New Business;
5. Other Business; and
6. Adjournment.

d) All meetings of the Committee shall be open to the public. No votes may be taken by the Committee except in public meeting.

e) A quorum shall consist of four (4) Members of the Committee. If a member has a conflict of interest, said member shall not be counted by the Committee in establishing the quorum for such matter.

f) No meeting of the Committee shall be held, nor any action taken, in the absence of a quorum, however, shall those members present be entitled to request the Chairperson call a meeting at a subsequent date. This paragraph does not limit Committee members from working together, or with others, outside of formal meetings to work on projects related to the Committee's purpose. All final decisions must be made in a Committee meeting.

g) The Committee shall seek to make decisions by consensus. When consensus is not achievable, matters shall be decided by a roll call vote. Decisions requiring a roll call vote shall require the affirmative vote of a simple majority of those present and voting.

h) If an alternate is serving in place of an absent full member at the start of a meeting and the full member arrives late to the meeting, the alternate shall continue to be a voting member of the Committee for the duration of the current meeting.

i) The Committee may waive any of the above rules upon good cause shown.

## VI. AMENDMENTS

i) These By-Laws may be amended by a majority vote of the Committee.

j) The invalidity of any section or provision of these By-Laws shall not be held to invalidate any other section or provision of these By-Laws.

*ADOPTED BY VOTE OF THE OGUNQUIT BICYCLE-PEDESTRIAN COMMITTEE ON APRIL 18, 2018.*