

TOWN OF NEW PORTLAND, MAINE 04954

ORDINANCE ESTABLISHING A MUNICIPAL ADVISORY COMMITTEE FOR THE  
TOWN OF NEW PORTLAND, MAINE

AUTHORITY: Under the Home Rule Powers granted to municipalities by the Constitution of Maine, Article VIII, Part Second, to establish by ordinance a Municipal Advisory Committee as a permanent standing committee of the municipal government.

1. PURPOSE: As recommended in the Comprehensive Plan for the Town of New Portland, adopted at Town Meeting on ~~December~~, 1992, the purpose of this ordinance is to establish the Municipal Advisory Committee as a permanent standing committee of the Town. Its composition shall be as stated below. Its duties shall be as recommended by the Comprehensive Plan; and as required by vote of the Town at Town Meeting; or by requirement of the Board of Selectmen of New Portland at an official meeting of that Board.

2. COMPOSITION: The Municipal Advisory Committee shall consist of seven members, five persons elected by the Town at Annual Meeting, or at a Town Meeting called for the purpose; and two members appointed at this same meeting by the Board of Selectmen.

3. TERM OF OFFICE: Each member elected by the Town shall serve for a term of three years, in staggered terms, and continuing until replaced by a duly elected person. Initially, one person will be elected for a one year term, two persons for a two year term, and two persons for a three year term.

Each person appointed to the Committee by the Board of Selectmen shall serve for a term of one year and continue until either re-appointed or replaced by another appointee.

4. FEES: Members shall serve without compensation, except for such expenses as may be approved by the Board of Selectmen upon submission of an itemized accounting.

5. MEETINGS: The Municipal Advisory Committee shall meet monthly. The first such meeting shall be an organizing meeting held within one hour following the Town Meeting at which members are elected and appointed. Additional meetings may be held at the discretion of the Committee members, upon the call of the Chairman of the Committee; or at the request of the Board of Selectmen of the Town.

6. QUORUM: Attendance of four members of the Committee shall constitute a quorum needed to conduct the business of the Committee.

7. OFFICERS: The Committee will elect its own officers at its organizing meeting, and at anniversary meetings thereafter. Such officers will include a Chairperson, a Vice-chairperson, and a Secretary/Treasurer. Each officer will serve for a period of three years in staggered terms, and may succeed themselves. Any member of the Committee may serve in any of these capacities, except that the Chairperson

must be chosen from those members elected by the Town.

a. **CHAIRPERSON:** Shall chair each meeting of the Committee; shall provide each meeting with a proposed Agenda for the approval of the members present, who may add such other items as may be approved by those present; shall facilitate consideration of the items of the resulting Agenda in a timely fashion; and undertake such other responsibilities as the Committee may determine.

b. **VICE-CHAIRPERSON:** Shall act in place of the Chairperson when he/she is absent. The Vice-chairperson shall also undertake such other duties and responsibilities as the Chairperson or the Committee shall require.

c. **SECRETARY/TREASURER:** Shall take Minutes of each meeting in such form as the Committee may direct; shall maintain files for the Committee which shall be made available to the Committee or its officers as required, on reasonable notice. The Secretary shall also make a separate record of each decision made by the Committee showing the date of the meeting at which it was made, the wording of the decision, who was made responsible for its accomplishment, and the date by which a report was to be made indicating progress or completion. The Secretary will assist the Chairperson in including such decisions in the Agenda of subsequent meetings so that they will be completed properly.

In the event the Committee is given funds for its purposes by either the Town or the Board of Selectmen, the Secretary/Treasurer will maintain an accounting system showing income and expenses incurred by the Committee and will make a report to the Committee at each of its meetings. He/she will be authorized by the Committee to require the Town to make such payments on behalf of the Committee as may be needful and approved. She/he will also draft any budget requests from the Committee to the Town or the Board of Selectmen, and will make annual reports to the Town for inclusion in the Annual Town Report.

8. **MEMBERS:** Members are required to attend all meetings and can be excused by the Chairperson for no more than three meetings in any calendar year. If absent for more than three meetings, they will be released from the Committee. Vacancies among elected members will be made by election by the full Committee, until the next Annual Meeting when the Town will elect such replacements. Replacement of vacancies among appointed members will be made by the Board of Selectmen, following notification of a vacancy by the Secretary.

9. **DUTIES:** The tasks to be undertaken by this Committee will be, in order of priority, a) to follow those assigned it by the Comprehensive Plan enacted in 1992. Thereafter, it may undertake such additional tasks as may be assigned it either by b) the Town at Town Meeting or c) by the Board of Selectmen, in consultation with the Municipal Advisory Committee.

The Committee will make such Reports or Recommendations as shall be stipulated in the tasks assigned to it. The nature of these Reports shall be in such form as may be required by either the

Comprehensive Plan or the agency assigning tasks. Reports and Recommendations made by the Committee will be given wide publicity so that they are known to the Town. Recommendations made by the Committee are not binding upon the Town or the Board of Selectmen, or any other town organization, board or committee, without the consent of the designated group.

Approved at Town Meeting, held on 12/ /92.

Certified by \_\_\_\_\_, Town Clerk

a true copy attested  
10/25/12

Heida Wins Town Clerk<sup>3-</sup>

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