

**TOWN OF KENNEBUNK
ECONOMIC DEVELOPMENT COMMITTEE
BY-LAWS AND POLICIES**

TABLE OF CONTENTS

ARTICLE I ECONOMIC DEVELOPMENT COMMITTEE

- Section 1: MEMBERSHIP
- Section 2: ORGANIZATION OF THE BOARD
- Section 3: MISSION STATEMENT

ARTICLE II: MEETINGS

- Section 1: REGULAR MEETINGS
- Section 2: SPECIAL MEETINGS

ARTICLE III: PROCEDURES AND CONDUCT OF MEETINGS

- Section 1: RULES OF ORDER
- Section 2: ORDER OF BUSINESS
- Section 3: QUORUM AND VOTES
- Section 4: CONDUCT OF MEETINGS
- Section 5: MINUTES
- Section 6: ADOPTION OF BY-LAWS

**TOWN OF KENNEBUNK
ECONOMIC DEVELOPMENT COMMITTEE
BY-LAWS AND POLICIES**

ADOPTED: September 9, 2010

ARTICLE I – ECONOMIC DEVELOPMENT COMMITTEE hereinafter referred to as the Committee.

Section 1 – MEMBERSHIP

- A. The Committee shall consist of seven voting members, two non-voting alternate members, one Kennebunk Board of Selectman Liaison member, the Kennebunk Community and Development Director, and one representative of the Kennebunk Kennebunkport Chamber of Commerce.
- B. Members of the Committee shall serve staggered terms of three years or any portion thereof with annual anniversary dates of June 30 or in accordance with the town of Kennebunk’s fiscal year end.
- C. Vacancies of voting positions will be filled by first recommending to the Board of Selectmen they fill the position(s) with alternate members in good standing. Remaining vacant positions will be posted for interested residents at large. Person’s interested in serving on this Committee are to submit a letter to the Town Manager stating their interest in applying for membership. Each prospective member is to be interviewed by the Chair and/or Vice-Chair in addition to the Board of Selectmen.
- D. All members will annually take an Oath of Office or Affirmation thereof in such form and manner as prescribed by the Town Clerk to remain in good standing with full rights and privileges of their Committee position.
- E. Meeting attendance is directly related to the success of the Committee and therefore members are required to comply with the attendance requirements of the Town of Kennebunk Charter. Members absent without cause from three consecutive regular meetings or from 25% of all meetings in a six-month period will be subject to forfeiture proceedings, as deemed appropriate by the Board of Selectmen.

Section 2 – ORGANIZATION OF THE BOARD

- A. The Committee and its members shall serve at the pleasure of the Kennebunk Board of Selectman.
- B. At the organizational meeting to be held annually immediately following the Town of Kennebunk’s Fiscal Year the Committee shall take nominate and

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vote for members in good standing to fill the following positions: Chairman, Vice-Chair, and Recording Secretary for the ensuing year.

- C. The elected Secretary is responsible for recording and presentation of minutes of each meeting. If the Secretary is unable to fulfill their duties the Vice-Chair shall be responsible for the preparation and presentation of minutes.
- D. The Vice-Chair shall maintain attendance records for each member.
- E. Liaison and outside representative members shall be identified and recognized by the Committee.

Section 3 – MISSION STATEMENT

- A. To promote, support, and encourage economic development in the Town of Kennebunk through the conduct of research, facilitation, and outreach to the business community in accordance with the Town Of Kennebunk's Comprehensive Plan.

ARTICLE II – MEETINGS

Section 1 – REGULAR MEETINGS

- A. Regular meetings of the Committee shall be held on the second Thursday of each month except when determined otherwise by majority vote of the Board.
- B. Meetings of the Committee shall begin at 5:00 p.m. except as otherwise agreed by the Committee.
- C. Meetings shall be held at the Kennebunk Town Hall except as otherwise agreed by the Committee.
- D. Meetings are open to the public.

Section 2 – SPECIAL MEETINGS

- A. Special meetings may be held at the call of the Chairman, or at the call of any four Board members whenever deemed necessary.
- B. Notice of all Special Meetings of the Committee shall be given to the members by the Chairman or Vice Chair at least twenty-four hours prior to the meeting, except in an emergency.

ARTICLE III – PROCEDURES AND CONDUCT OF MEETINGS

Section 1 – RULES OF ORDER

- A. The Chair shall run meetings consistent with the By-laws, the Town Charter or policies adopted by the Board.

Section 2 – ORDER OF BUSINESS

- A. Call to order.
- B. Approval of Minutes
- C. Agenda Items as prepared by the Chair or Vice Chair any of which may be taken out of order with the general agreement of the Committee.
- D. Old Business which shall recap ongoing projects or new information related to previous agenda items of the Committee.
- E. New Business which shall consist of items of interest to the Committee and its efforts as put forth by any Committee member submitted to the Chairman at seven days prior to the meeting for inclusion to the agenda.
- F. Reports from town staff.
- G. Adjournment

Section 3 – QUORUM AND VOTES

- A. Four voting members of the Committee shall constitute a quorum including the vote of Alternate Members. If a member has a conflict of interest, said member shall not be counted by the Board in establishing the quorum for such matter under consideration.
- B. No meeting of the Committee shall be held, nor any action taken, in the absence of quorum; however, those members present shall be entitled to vote to continue the meeting to a subsequent date.
- C. All matters requiring a vote of the Committee shall be decided by recorded vote. Decisions on any matter before the Committee shall require the affirmative vote of a simple majority of the quorum.
- D. A tie vote or favorable vote by a lesser number than the required majority shall constitute defeat of the motion before the Board.

Section 4 – CONDUCT OF MEETINGS

- A. Members of the public are welcome at all meetings.

- B. The Chairman shall insure that decorum is maintained at all times during Board meetings.
- C. The Chairman may, subject to override of the Board, limit or curtail public participation in order to proceed with the business at hand.
- D. All members of the public must identify themselves before speaking.

Section 5 – MINUTES

- A. All actions and the results of each meeting of the Committee shall be hand recorded in the minutes book of the Committee. The minutes book shall be on file in the Town Offices and shall serve as a permanent record of all Committee's action. It shall be open to public inspection during normal business hours of the Town Office, or at such other times as the Town Clerk shall prescribe.
- B. Copies shall be provided at the expense of the individual requesting such copies.

Section 6 – ADOPTION OF BY-LAWS

These by-laws are effective upon adoption by a majority vote of the Committee. Amendments to the By-laws may be adopted by a majority vote of the Committee, provided that notice of the proposed changes are circulated to the members seven days prior to the meeting when they will be voted on.