

Please place the following on the September 14, 2016 Town Council agenda:

Discussion/possible approval: bylaws for the Portsmouth Citizens Interested in the Comprehensive Community Planning Process Committee. The requested change is in red.
Thanks.

Judi Staven-Chair

Portsmouth Citizens Interested in the Comprehensive Community Planning Process

DRAFT BY-LAWS

Adopted by the Town Council September 14, 2016

SEC 1.0 Portsmouth Citizens Interested in the Comprehensive Community Planning Process

SEC 1-1 Number of Members

The Portsmouth Citizens Interested in the Comprehensive Plan Process Committee (an Ad-Hoc Committee) shall consist of an unlimited amount of residents of The Town of Portsmouth. Each member shall be appointed by the Town Council.

SEC 1-2 Compensation/Appointment/Term/Vacancies

Appointments to the Committee shall be without compensation and for a term of two years or when the Comprehensive Plan is approved by the Town Council, at which time the Committee will automatically dissolve. As terms of office expire, the Town Council shall appoint members for two years. Vacancies caused by resignation, death or for any other reason shall be filled by appointment for a two year term. Members shall hold office until their successors have been duly appointed.

The status of members who miss unexcused more than three consecutive regularly scheduled meeting will be reviewed to determine the advisability of their continued service on the Committee. A regularly scheduled meeting is defined as a meeting planned and agreed upon at a previous meeting with a majority of members in attendance.

SEC 1-3 Officers

The Committee shall elect a Chair and Vice-Chair from its membership for a term of office of one year. The Chair may not succeed themselves in office. Election of officers shall take place at the first regular meeting of the Committee each calendar year. Each officer shall continue in office until their successor is duly elected.

The Chair of the Committee shall preside over all meeting and in his/her absence, the Vice-Chair shall preside. The Chair shall have all of the powers granted in these by-laws and rules, and as further dictated by the Town Council. The Chair accepts the leadership responsibility to maintain contact with Town Officials and to guide the Committee's efforts in matters relating to the Comprehensive Plan. The Chair shall coordinate the Committee meetings and public filing requirements with the Town Clerk and shall submit all official documents generated by the Committee. The Chair may delegate such powers and duties as deem appropriate.

It shall be the duty of the appointed recording Secretary to keep minutes of all Committee meeting and records, or any of its transactions and authenticate the same.

SEC 1-4 Powers and Duties - Generally

The Committee shall **provide comments and/or input to the Planning Board, Town Planner and the Town Council** on all matters relevant and pertinent. The committee is authorized to initiate areas of inquiry and study on its own initiative.

SEC 1-5 Voting and Quorums

A quorum must be present at the time to vote to conduct any election or any business requiring a vote. A quorum consists of seven (7) Committee members at the time of the vote.

SEC 1-6 Assistance Rendered by Other Town Departments, etc.

The Committee for the purpose of investigation and in connection with the performance of its duties and with prior consent of the Town Administrator may call on other town departments, boards, or other agencies of the town for information, assistance or advice as may be conveniently rendered by such departments, boards or agencies.

SEC 1-7 Rules for Transaction of Business, Records of Resolution, Findings Determinations, etc.

The Committee shall keep permanent and accurate records of all its resolutions, transactions, findings, determinations and recommendations. The Town Clerk's office shall be the repository of all such material including Committee minutes, records, and reports.

SEC 1-8 Public Meetings: Right to be Heard

All meetings shall be open to the public and any person or his duly constituted representative shall be entitled to appear and be heard on any matter before the Committee. Notices of meetings shall be posted in accordance with the RI Open Meeting Law.

Ad hoc groups may be created by the Committee as it may deem necessary to expedite its work. The Chair shall appoint members of ad hoc groups. Ad hoc groups shall make reports at regularly scheduled meetings of the Committee. The Chair shall be a member ex officio of all ad hoc groups.

SEC 1-9 Public Meetings: Frequency

The Committee may schedule its regular meeting in monthly, bimonthly or quarterly intervals depending upon its anticipated workload.

SEC 1-10 Public Meetings: Voting and Conduct

All meetings and voting shall be conducted in accordance with Robert's Rule of Order, but the said Robert's Rule shall be liberally construed to promote a fair and orderly meeting free of surprise and confusion. All Committee business shall be stated in clear and unambiguous language.

SEC 1-11 Public Records/Annual Report

All records are permanent and public records. These records shall be available to the general public for inspection at the Town Clerk's officer.

The Committee shall file an annual report on or before the last day of June of each year with the Town Clerk. A copy shall be forwarded to the Town Council and the Town Administrator's Secretary.

The Committee may, at its discretion, submit other reports, letters, etc. to the Portsmouth Planning Board, the Portsmouth Town Council and/or the Town Planner providing information or recommendations on issues relating to the Comprehensive Plan.