

Bylaws of the
Economic Development Committee of the Town of Waterboro
Revised by the Board of Selectmen on 9/10/13

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs. These bylaws shall govern the committee's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Members; Duties

The Committee shall consist of no less than 5 or more than 7 members appointed by the Board of Selectmen in accordance with the Town Charter and should represent a diverse cross section of Waterboro's economic base. There shall also be ex-officio members, the Waterboro Town Planner, a member of the Board of Selectmen and a maximum of two members from the regional business community, who may be non-residents.

Members will meet at the first opportunity after the beginning of the fiscal year to elect a chairman and secretary, if one is not provided by the Town of Waterboro, to serve for one year unless otherwise provided by law.

The Chairman shall preside at all committee meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the committee to perform its duties and conduct its affairs. The chair also shall set the agenda for each meeting and provide the agenda to the administrative secretary for posting as required by law. It will be expected that the chair or an appointed designee will attend the bi-monthly council meeting and submit a written report of activities to the municipal officers to be included in the Annual Town Report.

The Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record except as otherwise provided by law. The secretary shall be responsible for providing the administrative secretary a copy of all meeting minutes.

The committee is an advisory committee to the Board of Selectmen. The responsibilities of the committee are as follows: explore, promote and recommend strategies and policies which encourages new businesses to start, expand and stay in Waterboro through responsible business growth while providing a business friendly environment.

Strategies and policies will be in keeping with the Waterboro Comprehensive Plan and will be focused on diversifying the local tax base, creating local jobs, providing citizens and visitors with local services and improving the overall quality of life in Waterboro.

Section 3. Meetings

Regular meetings of the committee shall be held minimally on a monthly basis or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the committee, provided, however, that notice thereof shall be given to each member and to the administrative secretary at least 48 hours in advance and that no business may be conducted other than as specified in said notice.

Notice of all committee meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the committee except at a duly called and noticed meeting or without a quorum consisting of a majority of the committee being present.

Section 4. Hearings

Public hearings of the committee shall be called as required by law or on such other occasions, as a majority of the committee may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law. Majority is defined as a number of members constituting more than half of the total number of members.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.