



## **Town of Lyman, Maine**

### **Ordinance Review Committee**

#### **Mission Statement**

The mission of the Ordinance Review Committee is to review existing ordinances and propose modifications, revisions, or revocations as necessary, as well as develop new ordinances in accordance with the current approved Town Charter.

Relative to Section 3.12(a) of the Town Charter, the Committee recognizes that an ordinance is legislative in nature and prescribes general, uniform, and permanent rules of conduct related to the corporate affairs of the Town of Lyman. An ordinance reflects the will of the people and is only valid and enacted when approved by the voters in accordance with the provisions of the Charter, Statutes, and the Constitution of the State of Maine.



## **Bylaws of the Ordinance Review Committee of the Town of Lyman, Maine**

### **Section 1. Purpose of the Ordinance Review Committee**

The purpose of the Ordinance Review Committee ("Committee") is to review, revoke, evaluate, modify, or develop proposed Town ordinances, for consideration by the Select Board and/or Legal Counsel, in accordance with the approved Town Charter.

### **Section 2. Purpose and Scope of These Bylaws**

These bylaws aim to establish reasonable rules of procedure for Committee meetings and 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 3. Membership**

The Committee shall consist of at least five members, all of whom shall be residents of the town of Lyman and of the age of 18. These members are voluntary and shall serve a three-year

staggered term without pay after being appointed by the Select Board.

From time to time, as required by the volume of work assigned to the Committee, it may be temporarily expanded to facilitate the completion of assigned tasks such as rewriting the ordinance resulting from the implementation of a new Comprehensive Plan. Such additional members shall serve only so long as required by the workload.

If any member fails, without cause, to attend three (3) consecutive regular meetings, or 75% of all meetings during the preceding twelve-month period, a recommendation may be made to the Select Board that the member be removed from the Committee.

#### **Section 4. Officers; Duties**

The Committee shall elect a Chairman, Vice Chairman, and Secretary. These officers will serve a term of one year and new elections shall take place at the first meeting in July or as soon as possible thereafter.

The Chairman shall preside at all Committee meetings and shall have the authority to rule on questions of procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and consistent with these bylaws. The Chairman also shall set the agenda for each meeting. In the absence of the Chairman, the Vice Chairman shall have the same authority as the Chairman.

The Secretary is responsible for all minutes, records, notices of meetings, hearings, and correspondence of the Committee.

The Town Manager shall maintain a permanent record of all Committee meetings and all correspondence of the Committee, which shall be public record except as otherwise provided by law.

### **Section 5. Meetings**

Regular meetings are to be held as needed. 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 public at least 24 hours in advance and no business shall be conducted except for the reason stated for the Special Meeting. Meetings will be posted in the Townhall and on the Town's website.

All meetings shall be open to the public.

A Committee meeting can not take place without a quorum being present. In the event that a quorum (majority) is not present, the meeting will be rescheduled following regular meeting notice requirements.

### **Section 6. Conflict with Town Charter**

Any conflict or inconsistency between these bylaws and any applicable law or provision of the Town of Lyman Charter shall be resolved in favor of the Town Charter.

### **Section 7. Waiver; Amendments**

These bylaws, or any provisions thereof, may be waived but only if they remain consistent with applicable law and the Town of Lyman Charter. These bylaws may be amended at any time in writing by a majority vote of the Committee.