



Town of Hollis CONSERVATION COMMISSION

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By-Laws

I. NAME AND PURPOSE

- A. The name of this organization shall be the Hollis conservation Commission, herein called the Commission
- B. The purpose of the commission is to promote and develop the natural resources and to protect the watershed resources of the Town, as provided for under Title 30, MRSA, Section 3852, as amended. The commission will conduct research into local land areas and develop a plan to accomplish the purpose set forth above. It will conduct a broad educational program, cooperate with the elected and appointed boards and commissions of the Town with the regional, state, and federal natural resource agencies with regard to natural resources regulations and other regulations imposed by law, and shall perform other duties as may be imposed by law.

II. ELECTIONS

The officers of the Commission, after being appointed by the Selectmen, shall be elected from the membership annually in the first meeting of the Commission after the annual town meeting or after the annual date of appointments or at such other time as may be designated by amendment of these by-laws. This meeting shall be designated the election meeting. The following officers shall be elected: chairman, vice-chairman and recording secretary.

III. OFFICERS

- A. **Chairman**
The chairman shall, in addition to the duties imposed by law, preside at all meetings of the Commission at which he/she is present, and direct the work of the Commission. This person shall appoint members to the committees and designated chairmen of same as provided for under Article VI no later than the first meeting of the Commission following the election meeting and shall direct the calling of meetings of the Commission. The chairman shall be an ex-officio member of all committees.

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B. Vice-Chairman

The Vice-Chairman shall preside at all meetings of the Commission in the absence of the Chairman, and shall perform all duties and shall have all powers of the Chairman in case of absence or incapacity of the Chairman.

C. Recording Secretary

The Recording Secretary shall keep an accurate record of the proceedings of the commission, shall send copies of the minutes of meetings to each member, along with dates of upcoming meetings. He/she shall keep the Maine Association of conservation Commissions informed regarding member's names and mailing addresses. This person shall perform all other duties imposed by law, assigned by the Chairman, or otherwise herein provided.

IV. ASSOCIATES AND HONORARY MEMBERS

The Commission may, by vote at any meeting, appoint associate members to the Commission. Such associate members shall not have the right to vote, nor to represent themselves as official members of the Commission, but shall have the right to participate in meetings and activities of the commission as the Chairman may designate.

The Commission may elect honorary members from former members of the Commission or any such interested persons. Such members shall have the same rights and privileges of as associate members.

V. DUTIES OF MEMBERS

The members of the Commission shall perform the duties and responsibilities as set forth in MRSA, Title 30, Section 3851, as amended by the Maine Manual for Conservation Commissions and these by-laws.

Members who will be unable to attend a meeting of the Commission shall notify the Secretary.

Members shall make every effort to attend all meetings and perform all duties assigned by the Chairman.

The Chairman or Secretary shall ask any member missing three consecutive meetings if they wish to remain a member or resign so that others may serve in their place.

VI. COMMITTEES

Committees may be created, by vote of the Commission, as such committees may be needed. These committees shall be responsible for planning within their specific area of concern and for reporting the results of this planning to the Commission. They shall act in the name of the commission only when directed to do so by vote of the Commission.

Committees may include any of the following areas:

- A. Water testing, sites chosen, map prepared, results analyzed
- B. Planning Committee
- C. Land Acquisition Committee
- D. Information and Education Committee
- E. Pollution Control Committee
- F. Recycling Committee

VII. MEETINGS

The Commission shall hold not less than two meetings each month, except when a quorum, as defined in Article VIII, is not present. Robert's Rules of Order shall govern meeting procedures, when not in conflict with statutes or these by-laws. The Recording Secretary as specified in Article III, C, will give notices of meetings.

VIII. QUORUM

In the absence of an existing municipal by-law or ordinance, a majority of the members shall constitute a quorum. A majority of those present and voting, if a quorum is present, shall be sufficient to conduct the business of the Commission unless otherwise specified by statute.

IX. APPOINTMENTS AND VACANCIES

Original appointments to the Commission are made in accordance with Title 30,k MRSA, Section 3851, as amended, and by the appointing authority stated therein. A vacancy in the membership caused other than by expiration of a term of office shall be filled in the same manner as the original appointment.

X. AMENDMENTS

These by-laws may be amended at any regular meeting of the commission by a two-thirds vote of the total Commission, provided written notice of intent to amend is sent to each member of the Commission at least seven days prior to the meeting at which the proposed action is to be taken.