

TOWN OF POLAND

Bylaws of the Poland Conservation Commission

Article I: Authority and Name

By authority of the Poland Board of Selectpersons there shall be formed an entity named "Poland Conservation Commission (PCC)."

Article II: Purpose

The purpose of the PCC is to study the value of lands in Poland that may be important for outdoor recreation, as water resources, as wildlife habitats, for timber harvesting, farming, historic or scenic value with a goal of implementing stewardship and preservation where appropriate.

Article III: Offices

The public records of the PCC shall be maintained at the Poland Town Office, 1231 Maine Street, Poland ME 04274. Confidential records shall be so marked and shall also be kept at the aforementioned location.

Article IV: Members

There shall be seven voting members on the PCC, all appointed by the Board of Selectpersons for staggered three terms. They shall also appoint one non-voting Selectperson to be their liaison each year. There are no inherent term limits for PCC members, except as may be determined through the Board of Selectpersons' appointment process. A quorum is required to conduct business, and a minimum quorum shall be defined as four (4) of the seven (7) voting members being in attendance.

Article V: Code of Conduct

All members of the Poland Conservation Commission are expected to handle themselves in a professional manner. No use of the privilege of membership on the PCC, nor any information obtained thereby, shall be used to secure personal profit, special privileges, favors or exemptions for themselves or any other person.

Members of the PCC must declare a conflict of interest and recuse themselves from debate and voting on any matter where they have a financial interest, or the potential to benefit personally or professionally from participation in a matter.

Article VI: Officers

Each July, the PCC shall elect officers from among their members to serve for one fiscal year. Any member of the PCC, including the liaison position, may hold any office. The officers of the Board shall be Chairperson, Vice Chairperson / Treasurer, and Secretary. There are no term limits for these officer positions.

Chairperson: It shall be the duty of the Chairperson of the PCC to establish the agenda and to conduct orderly meetings, to ensure minutes are kept and properly distributed and stored, and to ensure that the PCC budgets and funding are properly accounted.

Vice Chairperson / Treasurer: It shall be the duty of the Vice Chairperson of the PCC to fulfill the duties of the Chairperson in his or her absence. The vice Chairperson will also chair sub-committees of the PCC as delegated by the Chairperson. It shall be the duty of the Vice Chairperson / Treasurer of the PCC to ensure that the PCC budgets and funding are properly accounted and reported to the PCC.

Secretary: It shall be the duty of the Secretary of the PCC to ensure that attendance is taken and that minutes of the proceedings are kept and properly distributed and stored.

Paid consultants or Town staff may be called upon to assist in the fulfillment of any of the above duties.

Any officer may be removed by a two-thirds (2/3) vote of a quorum of the PCC. The secretary shall give notice of removal to the officer not less than ten (10) days subsequent to the action. A vacancy in any office may be filled by a vote of the Board of Selectpersons.

Article VII: Meetings

Meetings shall be held monthly at a time and place to be determined annually each July 1. Meetings shall be open to the general public, except where a discussion item is of a confidential nature, in which case the PCC shall reference the section of Maine State Law that provides for discussions in executive session.

Article VIII: Contracts, Checks, Deposits and Funds

The PCC may not enter into legally binding contracts; only the Board of Selectpersons or their approved designees may do so.

Those Boards or Agencies having money allotted to them by raised and appropriated funds, grants, or any other means shall propose a detailed annual budget to the Board of Selectpersons on or before their second regularly scheduled meeting in November. As long as the proposed budget was adopted during budget season for the Board or Agency they may approve funding within their budgeted line items without prior approval from the Board of Selectpersons. Any Board or Agency which does not provide a budget will be subject to gaining approval by the Selectpersons prior to expending any funds. The Town's Financial Policy must be followed for all purchases made. The PCC must have all financial transactions (deposits and expenditures) conducted through the Town's staff, accounting software and bank funds.

Article IX: Books and Records

The fiscal year of the PCC shall be July 1st through June 30th annually. The PCC shall ensure that an annual reporting of attendance, activities and fund utilization is filed with the Board of Selectpersons upon conclusion of the fiscal year. The PCC shall submit financial update reports to the Selectpersons no less than quarterly.

Article X: Amendment to Bylaws of Corporation

These by-laws may be altered, amended or repealed by the Board of Selectpersons with at least ten (10) days written notice to the full membership of the PCC at such meeting of an intention to alter, amend, or repeal these by-laws.

Amended by the Board of Selectpersons this 19th day of October, 2021.