

Town of Raymond
Zoning Board of Appeals
Bylaws and Rules of Conduct

ARTICLE I Purpose and General Provisions

Section 1. The purpose of these bylaws is to provide written rules of procedure for the Town of Raymond Zoning Board of Appeals (ZBA).

Section 2. The ZBA derives its authority from 30-M.R.S.A., Section 4963 (2), Article 6 of the Raymond Land Use Ordinance and Section 16 Administration (G) Appeals of the Raymond Shoreland Zoning Provisions.

ARTICLE II Membership

Section 1. Appointment to and composition of the ZBA is governed by Article 6, Section A of the Town of Raymond Land Use Ordinance.

Section 2. In order to maintain the status of a member in good standing all members are required to attend both regularly scheduled and special meetings. Absence from more than two consecutive meetings without notification to the ZBA chairperson will be cause for disciplinary action as outlined in Section 4 of this Article.

Section 3. It is strongly encouraged that all members attend as many meetings, workshops and trainings as possible in order to gain experience and insights into the operational and procedural workings of the ZBA. This is especially important for new members.

Section 4. The ZBA chairperson shall recommend to the Town of Raymond Board of Selectmen the dismissal of any member of the ZBA unable to maintain the status of a member in good standing. A ZBA member may be dismissed for cause by the municipal officers before the expiration of that members term.

ARTICLE III Election and Responsibilities of the ZBA Chairperson

Section 1. The ZBA shall annually elect from their membership a chairperson to preside at all meetings. This election will take place at the first regularly scheduled meeting of the year.

Section 2. The responsibilities of the ZBA chairperson include:

- Spokesperson for the ZBA
- Development of meeting agenda
- Conduct of efficient, orderly, impartial and respectful meetings
- Assignment of a pro tern chairperson at any time
- Utilization of the alternate member to establish a quorum

