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

ARTICLE IV Conduct of Meetings, Workshops and Executive Sessions

Section 1. All meetings of the ZBA will be announced through public notice per Maine statute.

Section 2. All meetings will be conducted according to Roberts' Rules of Order Newly Revised in all cases to which they are applicable, and which they are not in conflict with these bylaws. The chairperson may waive any rule of order upon showing good cause.

Section 3. A quorum shall consist of three (3) ZBA members. All actions shall be determined by vote. A majority of the quorum present is needed to pass any motion. When a vote on a motion ends in a tie vote, the motion fails. The determination of a quorum for any vote shall not include any member who cannot participate in that vote due to a conflict of interest.

Section 4. All comments/questions from applicants, applicant representatives, or the public shall be made through the chairperson. The chair-person shall rule any applicant, applicant representative, member of the public or ZBA member out of order for making inappropriate statements or comments. The chairperson reserves the right to limit the time allotted for testimony or public comment.

Section 5. All meetings, special meetings and workshops of the ZBA are open to the public and governed by the Freedom of Information Act with the exception of executive sessions. At regular and special ZBA meetings the public is allowed to comment on specific agenda items. During workshops the public may be allowed to comment provided there is a majority vote in the affirmative by the ZBA members present.

ARTICLE V Amendments to Bylaws

The ZBA shall have the authority to am mend these bylaws by vote at a regular or special meeting provided that all members receive written notice of potential bylaws amendments at least seven (7) days prior to the date of the meeting.

Effective Date:_____