

Capital Planning Committee Ordinance

I. Establishment

Pursuant to Article VIII of the Maine Constitution and 30-A M.R.S.A. Sections 2691 and 3001, the Town of Hope hereby establishes a Capital Planning Committee.

II. Appointment

A. Hope Capital Planning Committee members shall be appointed by the Municipal Officers and sworn into office by the Town Clerk or other person authorized to administer oaths.

B. The Capital Planning Committee shall consist of seven (7) regular members.

C. The term of each member shall be five (5) years, except the initial appointments which shall be for the following terms: one committee members for one year, two committee members for two years, one committee members for three years, two committee members for four years, and one member for five years.

D. When there is a vacancy on the Hope Capital Planning Committee, the Municipal Officers shall, within 60 days of a vacancy occurring, appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member ceases to be a legal resident of the Town of Hope, or when a member fails, without good cause, to attend four (4) consecutive regular meetings, or at least 75% of all meetings during the preceding twelve month period. When a vacancy occurs, the Chairperson of the Capital Planning Committee shall immediately advise the Municipal Officers in writing. The Municipal Officers may remove members of the Capital Planning Committee, by unanimous vote, for cause, after due process including notice and hearing.

III. Organization and Rules

A. The Capital Planning Committee shall elect a Chairperson, Vice-Chairperson, and Secretary annually from among its members. Officers shall be elected at the first regularly scheduled meeting after the Annual Town Meeting.

B. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the committee, except the committee member who is being challenged.

C. No meeting of the Capital Planning Committee shall start without a quorum consisting of four members. The Board shall act by a majority vote of those members present and authorized to vote.

D. Capital Planning Committee meeting notices and accompanying agendas shall be posted at least one business day prior to the event. These notices shall be posted at the Town Office and sent electronically to Town Office staff.

Approved: January 28, 2008

Capital Planning Committee Ordinance

E. The Capital Planning Committee shall adopt by-laws for the transaction of business; and the Town Office shall keep a record of its resolutions, correspondence, findings and determinations. All records are public and may be inspected at reasonable times.

IV. Powers and Duties of the Hope Capital Planning Committee

A. The Capital Planning Committee shall perform such duties and exercise such powers as are provided by Hope Ordinances and the laws of the State of Maine.

B. The Capital Planning Committee shall assist the Board of Selectmen with the periodic review of Hope Capital Plan and recommend to the Board of Selectmen budget suggestions for the coming fiscal year.

C. The Capital Planning Committee shall adopt bylaws governing board functions. Initial adoption of Capital Planning Committee bylaws, and all subsequent amendments, shall be subject to review and approval of the Board of Selectmen.

D. The Chairman of the Capital Planning Committee will submit an annual report to the Chairman of the Board of Selectmen by February 1st on the Committee's actions over the past calendar year.

V. Repeal of Prior Capital Planning Committee Ordinance

Any Capital Planning Committee Ordinance creating an old Capital Planning Committee prior to the establishment of this Capital Planning Committee Ordinance is hereby repealed. It is the intent of this Ordinance to establish a new lawfully authorized Capital Planning Committee under the provisions of 30-A M.R.S.A 3001.

Approved: January 28, 2008