

**BYLAWS
OF THE SHELLFISH CONSERVATION COMMITTEE
OF THE TOWN OF SOUTHWEST HARBOR, MAINE**

Article 1: Name

The name of this committee is: Shellfish Conservation Committee.

Article 2: Legal Basis

The committee derives its authority and responsibility from the most current version of the Shellfish Ordinance for the Town of Southwest Harbor. In resolving any apparent inconsistency between the most current shellfish ordinance and these Bylaws, provisions of the ordinance shall supersede provisions of these bylaws.

Article 3: Purpose

The purpose of this committee is to establish a Shellfish Conservation Program for the Town of Southwest Harbor which will ensure the protection and optimum utilization of shellfish resources within its limits.

Article 4: Members

The Shellfish Conservation Program for the Town of Southwest Harbor will be administered by the Shellfish Conservation Committee consisting of seven (7) members to be appointed by the selectmen of the town for terms of from one (1) to three (3) years.

Article 5: Officers

The officers of this committee shall be a Chair, Vice-Chair, and a Secretary, all of whom shall perform the duties prescribed by these bylaws. The officers will be elected by a vote of at least 4 members of the committee at a regularly scheduled meeting of the committee and will serve terms of one year and may be reelected annually. Duties of the Chair include: presiding over committee meetings, taking policy guidance from and reporting committee activities to the Board of Selectmen of the Town of Southwest Harbor and the State Department of Marine Resources, and calling meetings of the committee. The Vice-Chair shall assist the Chair and assume the duties of the Chair in the absence of the Chair. The duties of the Secretary include: maintaining records of agendas and proceedings of all meetings of the Committee, preparing necessary reports of Committee activities with Committee input, preparing necessary Committee correspondence, and preparing necessary draft documents for Committee consideration at its regular and special meetings.

Article 6: Committee Responsibilities

The committee's responsibilities include:

- A.** Establishing annually in conjunction with the Department of Marine Resources (DMR) the number of shellfish licenses to be issued.
- B.** Submitting to the Board of Selectmen proposals for the expenditure of funds for the purpose of shellfish conservation.
- C.** Keeping this ordinance under review and making recommendations for its amendments.
- D.** Securing and maintaining records of shellfish harvest from the Town's managed shellfish areas.
- E.** Recommending conservation closures and openings to the Board of Selectmen in conjunction with the Department of Marine Resources Area Biologist.
- F.** Submitting an annual report to the Town of Southwest Harbor and the Department of Marine Resources covering above topics and all other committee activities.

Article 7: Meetings

Regular meetings of the Committee will be scheduled by the committee at a publicly accessible location in Southwest Harbor chosen by the committee and noticed by the town. Special meetings of the Committee may be called by the chair or by a call of 4 members of the Committee but must be noticed in accordance with the requirements of Maine Statutes for public meetings. Meeting agendas will be noticed at least a week before all meetings in accordance with practices of the Town of Southwest Harbor.

Committee decisions will require an affirmative vote of four (4) members.

The rules contained in Robert's Rules of Order, Newly Revised shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Committee may adopt.

Article 8: Amendment of Bylaws

These bylaws may be adopted or amended at a regular or special meeting of the Committee by an affirmative vote of 4 members of the Committee as long as the amendment was offered in writing by a Committee member at the most recent meeting of the Committee.