

Bylaws of the Town of Bar Harbor Warrant Committee

Article I: Name

The name of this body is the “Town of Bar Harbor Warrant Committee,” hereinafter referred to as “Warrant Committee,” as established under the Town of Bar Harbor Charter, which the Town of Bar Harbor, Maine, adopted on March 18, 1974, made effective January 1, 1975, as amended [Town of Bar Harbor Municipal Code, Chapter C, Article VII].

Article II: Duties and Responsibilities

- A. It shall be the duty of any duly elected Warrant Committee to consider, investigate, and report upon with recommendations or comments all articles, except those dealing with the election of candidates, in the warrant of all Town Meetings, whether annual or special. When requested to do so, it shall be the duty of Town officers and committees to meet with the Warrant Committee or any of its subcommittees and to furnish all information relative to matters being considered by said Warrant Committee or subcommittee.
- B. The Warrant Committee shall submit its recommendations on budget articles to the Town Council as provided by Charter § C-31, *Preparation and submission of the budget*.
- C. No later than 60 days prior to each Annual or 10 days prior to each Special Town Meeting, the report of the Warrant Committee shall be submitted to the Town Clerk, who shall have it printed and made available for distribution to the voters. The report of the Warrant Committee shall be with respect to all articles submitted to it and shall include its recommendations with respect to each article, and contain any commentary which the Warrant Committee elects to have included in said report.
- D. Any member of the Warrant Committee may submit a minority report or recommendation at the Annual or Special Town Meeting with respect to any article submitted to the Warrant Committee.

Article III: Nomination and Election of Members

- A. At least 75 days prior to each Annual Town Meeting, the person who held the office of Moderator at the most recent Annual Town Meeting (hereinafter referred to as the “Retired Moderator”) shall call and chair a meeting or meetings to select 22 voters to be nominated for election by the Annual Town Meeting to serve as Warrant Committee members.
- B. The Nominating Committee shall be composed of 5 members: said Retired Moderator, the Chair and Secretary of the Warrant Committee, and two other registered voters to be appointed by the Retired Moderator. The Chair of the Nominating Committee may vote on motions coming before the Nominating Committee only in the event of a tie.

- C. Should the Retired Moderator or Warrant Committee Chair or Secretary be unable, refuse or fail to fulfill their duties as provided above, the Town Clerk shall appoint a registered voter to fill their seat.
- D. The Nominating Committee shall report the names of its intended nominees to the Town Clerk for inclusion in the Annual Town Report at least 60 days prior to the Annual Town Meeting.
- E. At each Annual Town Meeting, a member of the Nominating Committee shall nominate the 22 voters selected pursuant to this section to serve as the Warrant Committee for the ensuing year. The Town Meeting shall thereupon proceed with the election of the Warrant Committee.
- F. A special committee consisting of the Chair, Vice Chair, Secretary, and Chair of the subcommittee in which the vacancy exists shall solicit and review nominations to fill a vacancy, and then select, by a majority of the votes cast, one or more nominees for consideration by the Warrant Committee. The Warrant Committee shall elect a nominee to fill a vacancy by a majority vote of its members (12 or more).

Article IV: Officers

- A. The elected officers of the Warrant Committee shall be the Chair, Vice-Chair, and Secretary.
- B. Duties of the officers
 - 1. The Chair shall:
 - a. preside at meetings of the Warrant Committee;
 - b. appoint members of the subcommittees and assign a chair for each;
 - c. assign articles in the Town Warrant to the subcommittees; and
 - d. provide a report to the Town Meeting on the recommendations and recorded votes of the Warrant Committee on each article in the town warrant.
 - 2. The Vice-Chair shall serve in all capacities of the Chair in his or her absence.
 - 3. The Secretary shall:
 - a. keep a faithful and complete record of Warrant Committee meetings, including the attendance of members and votes on each article in the town warrant; and
 - b. provide minutes for each Warrant Committee meeting to its members at or before the following meeting.

Article V: Subcommittees

- A. The Warrant Committee shall have the following subcommittees:
 - 1. General Government
 - 2. Public Works

- 3. Education
- 4. Health, Welfare, and Recreation
- 5. Protection

- B. Each subcommittee shall be comprised of at least 4 members of the Warrant Committee.
- C. Each member of the Warrant Committee, except the Chair and Secretary, shall serve on at least one subcommittee and may serve on other subcommittees with the Chair's approval. The Chair shall not serve on any subcommittee. The Secretary may serve on one or more subcommittees at his or her discretion and with the Chair's approval.
- E. Each subcommittee shall consider and investigate the articles assigned to it by the Chair and report its recommendations and comments, as approved by a majority of the votes cast, to the Warrant Committee.

Article VI: Meetings

- A. The Warrant Committee, upon the call of the Town Clerk, shall meet within 21 days of its election to elect a Chair, Vice Chair, and Secretary.
- B. The purpose of the meetings of the Warrant Committee and its subcommittees is to fulfill duties and responsibilities identified herein.
- C. For the purpose of conducting Warrant Committee business, a gathering of 13 members shall constitute a quorum. Warrant Committee approval of its recommendations, reports, and any other actions, except the filling of vacancies in its membership (under Article III.F.) and amending these bylaws (under Article VIII), shall be by a majority of the votes cast.
- D. For the purpose of conducting subcommittee business, a gathering of 3 members of the subcommittee that is meeting shall constitute a quorum. Subcommittee approval of its recommendations, reports, and any other actions shall be by a majority of the votes cast.
- E. Warrant Committee members shall receive notice of all meetings sufficient to allow them reasonable opportunity to attend. A failure to attend two consecutive meetings of the Warrant Committee or a subcommittee, unless excused by the Chair, Vice Chair, or Secretary, shall result in an automatic dismissal of that member from the Warrant Committee.
- F. The Warrant Committee may not vote on any article that falls within the purview of a subcommittee until that subcommittee has first submitted its report for consideration.
- G. All meetings of the Warrant Committee and its subcommittees shall be open to the public and notice thereof shall be posted on the Town of Bar Harbor bulletin board and online calendar no fewer than 2 days prior thereto.
- H. Members of the public may speak during Warrant Committee and subcommittee meetings at

the discretion of the Chair or Subcommittee Chair, whichever the case may be. A ruling by the Chair or Subcommittee Chair on whether a member of the public can speak may be overturned or amended by a majority of the votes cast. The motion needed for such a vote shall be a privileged motion, which means the motion may be made while the member of the public has the floor. Members of the public may not introduce or vote on motions.

Article VII: Parliamentary Authority

The Warrant Committee will use the rules contained in the most current edition of Robert's Rules of Order Revised as a guide to the conduct of its meetings to the extent that the rules do not conflict with these bylaws, the Town of Bar Harbor Municipal Code, or any special rules of order the Warrant Committee may adopt.

Article VIII: Amendments

The Warrant Committee may amend these bylaws by a majority vote of its members (12 or more) at any regular or special meeting of the Warrant Committee. Written notice of the proposed bylaw amendment shall be provided to each Warrant Committee member at least 5 days prior to the date of the meeting at which the vote will take place.

Legislative History:

Adopted: March 14, 1995

Amended: February 24, 2003

Amended: February 23, 2004

Amended & Adopted: March 7, 2016