

Membership and Quorums

According to Robert's Rules of Order *Newly Revised*, the "requirement for a quorum is protection against totally unrepresentative action in the name of the body by an unduly small number of persons."

Quorum - A quorum is the minimum number of members of a deliberative assembly (a body that uses parliamentary procedure, such as a legislature) necessary to conduct the business of that group.

To provide some framework to move forward I've listed excerpts from the Code of Ordinances for the city.

Chapter 2. Administration and Legislation

Article III. Boards and Commissions

Division 1 - Generally

Sec. 2-66. Except as otherwise required by law or expressly permitted by ordinance, the rules of procedure prescribed for the city council, as the same may be amended from time to time, shall govern the conduct of all city boards; provided, however, any rules regarding order of business and speaking restrictions on a question shall apply only to the city council.

Division 2 - Conservation Commission

Sec. 2 -76. Commission established.

A conservation commission is hereby established to consist of seven (7) members appointed by the city council, all of whom shall be residents of the city, and who shall serve without pay. There shall be no more than three (3) members from any one voting district. Vacancies created by members moving from their districts or from the city shall be governed by Code of Ordinances Se. 2-121(c). The terms of office shall be three (3) years except that initial appointments after the date of adoption of this article shall be such that the term of no more than four (4) members shall expire in any single year.

A quorum of the commission shall consist of a majority of appointed members. All decisions of the commission shall be in the form of resolutions duly passed by a majority of members who are present and voting.

All members shall satisfy the attendance requirements for all boards and commissions in the City of South Portland as established in Sec. 2-121(d).

Division 3. Board of Appeals

Sec. 2 - 96. Board of appeals established; powers.

A board of appeals is hereby established with the power to hear zoning appeals as expressly provided by Chapter 27 and to hear any other appeals required by law. The composition of the board and the appointment and term of its members shall be as provided in Chapter 27, as the same may be amended from time to time. The incumbent members of the board of zoning appeals shall constitute the appointees of the board of appeals for the duration of their original appointments.

Chapter 27. Zoning

Article I Administrative Provisions

Sec. 27 - 151. Appointment and composition

There shall be a Board of Appeals of seven (7) members, all of whom shall be residents of the City of South Portland. The members of the board shall be appointed by the City Council of the City of South Portland. There shall be no more than three (3) members from any one voting district. Terms of members shall be for three (3) years, except that initial appointments after the date of this amendment shall be such that the terms of office of no more than three (3) members shall expire in any single year. Vacancies shall be governed by Sec. 2-121 of the Code of Ordinances (hereinafter "the Code"). The members of the Board shall annually elect one of its members Chairman to preside at all meetings of the Board. The members of the Board shall annually appoint a secretary who shall provide for the keeping of the minutes of the proceedings of the Board of Appeals. All Minutes of the Board shall be public records. A quorum shall consist of four (4) members. Municipal Officers and their spouses are hereby disqualified from and shall not be appointed to

membership on the Board of Appeals. A member of the Board may be dismissed for cause by the Municipal Officers before the expiration of his term. In addition to zoning matters under this Chapter, the Board of Appeals shall have the authority to hear such other cases as provided for under Sec. 2-96 of Chapter 2.

Article III Boards and Commissions

Division 4. Community Development Advisory Committee

Sec. 2-102. Composition and quorum.

The Community Development Advisory Committee shall consist of seven (7) members, all of whom shall be residents of the city. There shall be no more than three (3) members from any one voting district. A quorum shall consist of four (4) members.

Division 5. Planning Board

Sec. 2-113. Composition and quorum.

The planning board shall consist of seven (7) members, all of whom shall be residents of the city. There shall be no more than three (3) members from any one voting district. A quorum shall consist of a majority of appointed members.

Division 7. Economic Development Committee

Sec. 2-126. Composition and quorum.

The Economic Development Committee shall consist of seven (7) members, all of whom shall be residents of the city. There shall be no more than three (3) members from any one voting districts. A quorum shall consist of four (4) members.

Division 8. Energy and Recycling Committee

Sec. 2-136. Composition and quorum

(a) The composition of the Committee is designed to involve interested citizens, business leaders, and any other stakeholders to ensure that a variety of voices are heard and different sectors of the community are represented.

Accordingly, the Committee shall be made up of the following:

The Public Works Director or his/her designee (non-voting);

The School Department Facilities and Grounds Director or his/her designee (non-voting); and Fourteen (14) representatives appointed by the City Council, all of whom shall be residents of the city. There shall be no more than four (4) voting members from any one voting district.

(b) A quorum of the Committee shall consist of a majority of appointed members.

Sec. 2-139. Officers, meetings and records

(c) All decisions of the Committee shall be in the form of resolutions duly passed by a majority of voting members who are present and voting. The Committee shall strive to reach consensus on issues; in the event it does not reach consensus, minority recommendations shall be included with its communications to the City Council.

Division 9 Arts and Historic Preservation Committee

Sec. 2-142 Composition; appointment; qualification; and quorum.

(a) The Arts and Historic Preservation Committee shall consist of nine (9) members, all of whom shall be residents of the city. There shall be no more than three (3) members from any one voting district. There shall be one member who is a representative of the South Portland Historical Society and one member who is a representative of the Greater Portland Landmarks.

(d) A quorum shall consist of five (5) members.