

BY-LAWS OF THE COMMUNITY AND PUBLIC WORKS PLANNING COMMITTEE

The name of this committee will be the Community and Public Works Planning Committee. - CAPP

A. PURPOSE:

1. To discover and define the "community goals" of the Town of La Pointe. "Community Goals" are general statements about what the community wants to protect, change, or provide, especially in the areas of environmental/recreational resources, development and public services. CAPP would discover these "community goals" through public meetings, surveys, and reviewing of past studies.
2. To refer to and consider these "community goals" when making recommendations and offering alternatives regarding specific issues.
3. To develop policies that will promote these "community goals" and recommend these policies to the Town Board.
4. To publish and distribute the "community goals" and any policies that are developed to promote these goals.
5. To replace the current Transportation, Parks, and Solid Waste Committees and to assume the long-range planning responsibilities of these committees. The day to day operations and short-term planning of Transportation, Parks, and Solid Waste will remain the responsibility of the Department Heads and Town Board.
6. To respond to specific planning requests from the Town Board, Town Plan Commission¹, Sanitary District, and Department Heads and to make recommendations to them.
7. To co-ordinate the planning efforts of the Town, Schools, Sanitary District, County, Town Plan Commission, Chamber of Commerce, and various Town departments.
8. To evaluate and make recommendations to Town Plan Commission and Town Board regarding proposed significant building developments and zoning changes.
9. To encourage public involvement and actively solicit public input when dealing with specific issues through public meetings, surveys, and publicity and to respond to what the community wants.
10. To gather information about specific issues and make that information available to the community.

¹ Amended and approved by the Town Board 4/25/06

11. To maintain good communication with the Town Board and Department Heads. To survey and interview the various department heads as needed.

B. MEMBERSHIP

1. There will be 7² members of the committee to be appointed by the Town Board. ³
2. Terms will be for 3 years. Initial terms will be staggered.
3. Terms shall begin on the first day of May and expire on the last day of April.
4. One, but not more than one, member of the committee may⁴ be a Town Board Supervisor.
5. No full-time or salaried employees of the Town or elected (other than 1 Town Board Supervisor) shall be voting members of the Committee.⁵
6. All members appointed to the committee shall be registered voters of the Town of La Pointe.
7. Committee members shall make every effort to be present at each committee meeting. If attendance is impossible, the member will inform the chairperson in advance.
8. Committee members who are absent from roll call without an excuse by the Chairperson for three (3) consecutive meetings shall have their names recommended to the Town Board for removal from the Committee. ⁶
9. The Community and Public Works Planning Committee shall encourage liaison members from Town Board, Town Plan Commission, Madeline Sanitary District and that they remain non-voting members.⁷

² Amended and approved by the Town Board 9/9/08 & 11/13/12 changed to seven

³ Amended and approved by the Town Board 11/13/12 (alternates struck)

⁴ Amended and approved by the Town Board 5/13/03

⁵ Amended and approved by the Town Board 9/9/03

⁶ Amended and approved by Town Board 2/12/02

⁷ Amended and approved by Town Board 4/25/06

C. OFFICERS:⁸

1. The officers shall be a chairperson vice-chairperson. The officers shall be elected by the committee members at the May monthly meeting. All officers shall be subject to annual election.
2. The chairperson or vice-chairperson may not be a Town Board Supervisor.
3. The chairperson shall preside at all meetings and supervise the work of a secretary and a Town Board Liaison. It is the responsibility of the chair to see that the duties of a secretary and a Town Board liaison are carried out.
4. The vice-chairperson will fulfill the duties of the chairperson when the chairperson is absent.
5. In the absence of the chairperson and vice-chairperson, the members present shall elect a temporary chair.
6. A secretary will take minutes of all meetings and see that they are promptly distributed to all committee members and Town Board members. A Secretary, upon direction of the chairperson, will prepare an agenda for meetings and ensures that all meetings are properly posted.

D. MEETINGS

1. The committee shall meet at least monthly at a day and time to be determined by the committee. Meetings may be held more frequently as necessary.
2. Meetings shall be called by the chair.
3. A majority of the members shall constitute a quorum.⁹
4. Items to be placed on a meeting agenda shall be brought to the attention of the chairperson by committee members, Town Board members, Dept. Heads and Town employees, and the general public at least one week in advance of the meeting. Agenda items may also be placed on a subsequent agenda by motion at a meeting. Only those items on the agenda may be discussed at a meeting.

E. GENERAL PROVISIONS

1. The committee shall submit an annual report to the Town Board.
2. Original copies of minutes, agendas, correspondence and other records of the CAPP committee shall be kept at the Town Hall and copies of approved minutes shall be submitted to the Town Board on a monthly basis.

⁸ Amended and approved by Town Board 4/25/06

⁹ Amended and approved by Town Board 11/13/12

3. The committee shall publish the approved minutes in the Island Gazette on a regular basis.
4. The committee shall establish schedules and milestones for each project.
5. The committee shall have access to the Town Hall staff for clerical and research assistance and shall have access to Town Hall equipment.
6. The committee members shall be reimbursed for reasonable and authorized out-of-pocket expenses related to their duties as CAPP committee members not to exceed \$25 without prior approval of the committee.
7. The CAPP committee may request the presence of any full-time or salaried Town employees at a CAPP meeting, in which case the employee will be compensated for their time to attend the meeting.
8. Any Town employee may request to be on the agenda of a CAPP meeting and will be welcomed, however the employee will not be paid to attend unless the committee authorizes it. Employees are also encouraged to submit their requests in writing.
9. At budget time the CAPP committee shall submit recommendations to the Town Board for inclusion in the Town Budget. This may include an amount for expenses of the Committee and for consultants.
10. These by-laws are subject to approval by the Town Board and may be changed by a majority vote of the entire membership of the CAPP committee and approval by the Town Board.