

## **Hampden Community Council - Zoning and Land Use Committee**

### **Rules, Guidelines and Procedures:**

#### **Section A - General committee rules**

1. There will be 7 members of the committee.
2. 5 members in attendance shall be considered a quorum.
3. All votes will be by simple majority.
4. In the event a vote is needed prior to the next regularly scheduled meeting a vote may be taken by e-mail.
5. In the event of a tie vote the presiding President of the Hampden Community council will decide the outcome.
6. A member with a vested interest in a issue or project that comes before the committee shall inform all committee members of his or her interests and shall abstain from any and all votes on, or pertaining to, said issue or project.
7. All votes will be recorded with the outcome of the vote and the number for and against. example: approved 6 to 1 or disapproved 4 to 3
8. Minutes will be taken at all regularly scheduled meetings by a member of the committee assigned to be secretary for that meeting by the chairperson.
9. The position of secretary will be assigned in turn equally to all committee members.
10. Each meetings assigned secretary will be responsible for typing and publishing his or her minutes for public distribution.
11. public distribution will take place on the HCC web site
12. No committee member has the authority to speak on behalf of the Zoning Committee, the Hampden Community Council or it's board with out prior authorization.
13. Speaking on behalf of the Zoning Committee, the Hampden Community Council or it's board with out prior authorization will be grounds for dismissal.
14. Missing two consecutive regularly scheduled meetings will be grounds for dismissal.
15. In the case of an infraction of the HCCZLUC rules or the HCC by laws dismissal from the committee will be decided by vote.
16. Dismissal from the HCCZLUC dose not constitute lose of HCC general membership.

**Section B – membership**

1. When New HCCZLUC Chairperson is needed the Chairperson will be appointed by the presiding Hampden Community Council President.
2. All other new members of the HCCZLUC will be appointed to the committee by the committee.
3. There will be no term limit for committee membership.
4. All prospective members must be members in good standing of the Hampden Community Council.
5. All prospective members must complete the HCCZLUC Questionnaire.
6. All prospective members of the HCCZLUC must be formally interviewed by the existing committee.
7. Acceptance as a new member will be decided by vote.