

Maine Association of Planners' Legislative and Policy Committee Bylaws

Adopted by Maine Association of Planners LPC, January 2019

Amended September 26, 2025

The Legislative and Policy Committee (LPC) is a representative body interested in assuming responsibility for carrying out the Maine Association of Planners' (Association) adopted legislative and policy agenda.

Role of the LPC. The Association's 15-member Executive Board (Board) creates the LPC and is responsible for its control and management. The LPC serves a critical function as the advocacy arm of the Association. The purpose of the LPC is to define planning interests and to maximize those interests through effective participation in the legislative process. Specifically, in consultation with the Board, the LPC is responsible for:

- scheduling General Membership meetings to solicit input from the membership in setting the Association's legislative agenda;
- developing a communications system to address the needs of the membership and emergency decision making;
- developing and coordinating the Association's legislative policy process;
- identifying the Association's advocacy priorities & developing a legislative program;
- providing direction on legislative strategy to achieve these objectives;
- taking positions on legislative proposals affecting planning;
- working with other organizations and groups to influence the State Legislature;
- preparing policy information for the American Planning Association or the Northern New England Chapter of the American Planning Association (NNECAPA) Delegate Assembly; and
- providing information about the American Planning Association (APA) policies to the Maine Association's membership.

Membership. The LPC consists of at least three (3) members and shall be made up of anyone from the membership, in good standing who has attended at least two meetings of the LPC. The LPC shall regularly determine and keep record of active members for the purpose of voting. If a member resigns or is no longer active, the LPC may vote to terminate membership.

It is strongly preferred that at least one Board member of MAP be an LPC member.

LPC members are expected to commit to one year of service (aligning with the legislative sessions), and service is unlimited.

Chairs. At least two chairs shall be elected by the LPC membership prior to the start of each regular session. Chairs are voting members of the LPC and their primary responsibilities include:

- committee communications;
- internal operations;
- reporting to the Executive Board, or designating another member to do so,
- submitting updates to the newsletter, or designating another member to do so;
- appointing sub-committees and/or delegating agenda related responsibilities as necessary, including meeting minutes and voting record keeping;
- calling and facilitating all LPC meetings;
- moderating LPC discussions; and
- ensuring the proper application of all the procedures established in these *Bylaws*.

Communications. A communication system to the membership shall be developed and consist of face-to-face and conference call meetings, electronic updates, postings to the Association's website, and newsletter articles. The communication system shall address the needs of the membership and emergency decision making. The membership shall be informed as to the specific formats of communication to be used. The LPC shall provide a regular legislative update for the MAP membership.

All positions presented to the Legislature and its Committees on behalf of the Association shall be provided at minimum in written form. All written and submitted positions shall adhere to the same format. A template outlining said format is appended to the *LPC Bylaws*.

Meetings

Calling a meeting. LPC meetings shall occur in person or by videoconference. The initial LPC meeting of each session year is called by the Chairs after the MAP Executive Board meeting in November, or in the case of the second, short session, the MAP Executive Board meeting in January. The General Membership shall convene for the purpose of developing, in consultation with the LPC, the Association's legislative strategy for the legislative session. During the legislative session, the LPC meets an average of twice a month.

The LPC shall summarize its efforts for the year at the Association's Annual Meeting. Additional General Membership meetings may be called by the MAP Executive Board at any other time.

The Chairs shall advise the MAP general membership about the dates and times of LPC meetings. In the event that meetings are conducted by videoconference, general members may contact the Chairs for information about how to tie into the teleconference.

Quorum. Half of the active members shall constitute a quorum. A quorum is required for any votes that occur during a meeting. See voting section for explanation on numbers required for decision.

Subcommittees. For any reason deemed necessary, the Chairs may appoint, or the LPC may direct the Chairs to appoint, one or more subcommittees. Each subcommittee shall carry out the charge provided to it by the Chairs or the LPC, as

the case may be, and report the results of its efforts back to the full LPC in the form of a recommendation. Every subcommittee shall serve only for the duration necessary to fulfill the charge given to it by the Chairs or LPC. Each subcommittee shall be dissolved upon transmitting its final report or recommendation to the LPC.

Participation. LPC meetings are open to all MAP members. However, the LPC is a deliberative body and its meetings are organized and conducted so that the LPC members may discuss the various issues affecting planning among themselves and act upon them accordingly. In order to maintain the integrity of the LPC's deliberative process, the Chairs will take whatever actions are necessary to ensure that all persons attending a meeting who are not LPC members are distinguished from the voting members and prohibited from voting, and otherwise informed that their right to attend the LPC meeting is not an entitlement to participate.

Subject to any direction provided by the LPC pursuant to its rules of procedure, the Chairs may take any action to reasonably restrict or control the active participation of non-members during LPC meetings.

Agenda and Minutes. The Chairs shall call each LPC meeting by issuing the notice and agenda of that meeting prior to its scheduled date. The Chairs shall endeavor to prepare the agenda so that the issues placed before the LPC for consideration are matters: (1) that are of a legislative or regulatory nature and timely or immediate in that regard; (2) possessing a direct and significant relationship to land use and other fields of planning; (3) of statewide concern or, there being no objection in writing in advance or at the meeting, of significant regional concern; and (4) positioned on the agenda insofar as possible according to a priority of LPC action. Each agenda shall provide as an initial order of business an opportunity for the full LPC to make such deletions, additions, or adjustments to the agenda as it feels necessary.

Voting. A policy position, legislative testimony, or other proposal may be advanced to the legislature without MAP Board approval if at least 6 affirmative and no opposition votes occur.

A policy position, legislative testimony, or other proposal must receive MAP Board approval if:

- there is a majority support but at least one dissenting vote
- there are fewer than 6 affirmative votes

Votes may be cast via email, videoconference, phone, or in person. Votes will be recorded by the Chairs or their appointee.

Rules of Procedure. At LPC meetings, the Chairs or any designee of the Chairs will articulate the proposed position and the full LPC will be provided an opportunity for debate. During the period of discussion with respect to the proposed position, any LPC member may move an alternative position. Any motion made by any member of the LPC shall be addressed according to the rules of procedure adopted by the LPC. With regard to all procedural matters not specifically addressed in the *LPC Bylaws*, LPC meetings shall be conducted in accordance with such rules as the committee adopts.

The LPC is authorized to speak before the Legislature and its Committees on behalf of the Association, according to the voting and rules of procedure listed above. The LPC's recommended actions or positions shall be reported to the Executive Board. All actions or positions taken by the LPC on behalf of the Association shall be reported upon in a newsletter sent to the membership at least monthly during the legislative session.

When LPC action requires Executive Board approval as outlined in VOTING above, the Executive Board may reverse or modify LPC positions by a vote of the majority of the Executive Board, but such vote shall be completed and reported to the Chairs of the LPC at least 12 hours prior to the scheduled delivery of the position, or the position shall be deemed approved. The requirement for a 24-hour notice of an Executive Board Emergency Meeting, as outlined in Section 4.8 of the Association Bylaws, shall be waived.

Amendments to the Bylaws. The LPC, by majority vote, may make any amendments to the *LPC Bylaws* as it believes are warranted, except that no vote on an amendment to the *LPC Bylaws* may be taken unless the actual proposed amendment has been given proper notice by being included as an agenda item and distributed at least a week before the scheduled LPC meeting. Each newly constituted LPC shall review the *LPC Bylaws* at its initial convention and adopt it with or without amendments, as that LPC feels necessary.