

**TOWN OF BUCKFIELD
ROAD COMMITTEE
BY-LAWS**

ESTABLISHMENT

A five member Road Committee was established by the Board of Selectmen on June 18, 2002 (refer to Board of Selectmen June 18, 2002 Meeting Minutes section 3.E).

PURPOSE

The Road Committee will serve as an advisory Committee to the Board of Selectmen and Town Manager to maintain a road maintenance program that assures Town roads to be safe and convenient.

MEETINGS

The Road Committee will meet as needed. Notice of Meetings shall be posted to the public at least seven (7) days prior to the date of the Meeting. The Road Commissioner will attend each Meeting of the Road Committee.

ELECTION OF OFFICERS

The Road Committee will annually elect a Chairman and a Secretary.

RESPONSIBILITIES OF THE CHAIRMAN

The Chairman will be responsible to:

1. Call Meetings as needed;
2. Inform the Town Office of date, time and location of Meetings (Town Manager will be responsible to post public notice);
3. Consult with the Secretary for preparing the Meeting Agenda;
4. Conduct the Meetings;
5. Unless otherwise delegated, be the spokesperson for the Committee; and
6. Confirm all actions as voted by the Committee are carried through.

RESPONSIBILITIES OF THE SECRETARY

The Secretary will be responsible to:

1. Prepare the Meeting Agenda;
2. Prepare Minutes of the Meetings and file approved Minutes with the Town Office; and
3. Prepare any and all correspondence as directed by majority vote of the Committee.

QUORUM

Three members will constitute a quorum to conduct a Meeting.

Note: These By-Laws were accepted by unanimous vote of the Road Committee at their January 17, 2003 Meeting. For detail, see Minutes of said Meeting.

Note: These By-Laws were initially (January 17, 2003) not presented to the Board of Selectmen. However the Board approved them as written their December 16, 2014 Meeting.