

**TOWN OF BUCKFIELD
OLD CHURCH ON THE HILL COMMITTEE
BY-LAWS**

Provisions of these By-Laws shall not be in conflict with any other Town Ordinance or Select Board Policy.

SECTION 1: PURPOSE

The purpose of the Old Church on the Hill Committee, hereinafter referred to as the "Committee," is to facilitate the maintenance and repair as needed of the Old Church on the Hill, identified as Union Church on the National Historic Register as 80000245, and hereinafter referred to as the "Old Church." In addition, the Committee shall explore ways of utilizing the Church in a manner which benefits the residents of the Town of Buckfield.

SECTION 2: COMPOSITION

The Committee shall be composed of nine (9) Members. Said Members must be residents of the Town of Buckfield.

SECTION 3: APPOINTMENT

Any person seeking placement on the Committee shall be appointed in accordance with the Town of Buckfield's Appointment Policy.

SECTION 4: OFFICERS AND MEMBERS

A. *Chairperson:*

- a. The Committee shall annually, in the month of July, elect a Chairperson from among its Members.
- b. The Chairperson shall preside at all Committee Meetings.
- c. The Chairperson shall prepare Agendas for Meetings as deemed necessary by the Chairperson.

B. *Vice-Chairperson:*

- a. The Committee shall annually, in the month of July, elect a Vice-Chairperson from among its Members.
- b. The Vice-Chairperson shall assist the Chairperson and in the absence of the Chairperson shall perform the duties of Chairperson.

C. *Secretary:*

- a. The Committee shall annually, in the month of July, elect a Secretary from among its Members.
- b. The Secretary shall, in coordination with the Chairperson, notify Members of Meetings and activities, and be responsible for all official correspondence of the Committee.
- c. The Secretary shall keep a true and accurate account of all proceedings of the Committee Meetings in the form of Minutes and in accordance with the Meeting Agenda.
- d. The Secretary shall submit a copy of the Committee-approved Minutes and their associated Agenda to the Town Clerk in advance of the next Meeting of the Committee.

D. Member:

- a. Members shall make a good-faith effort to attend as many Committee Meetings as possible.
- b. All Members shall agree to actively participate in all activities sponsored by the Committee and in any Sub-Committee they are assigned.
- c. All Members shall sign a copy of these By-Laws and submit such to the Town Clerk as proof of understanding these By-Laws.

E. Member's Attendance:

At the discretion of the Chairperson, it shall be the responsibility of the Chairperson to report in writing to the Select Board any Member who fails to attend, without approval from the Chairperson, twelve (12) meetings in any 12-month period. The Select Board will at their next regularly scheduled Meeting conduct an executive session with the Member that has missed the Meetings and determine if the absences were excusable and if found to not be excusable will remove the Member from the Committee for cause.

SECTION 5: MEETINGS AND QUORUM

A. Regular Meetings:

The Chairperson shall call regular Committee Meetings as necessary or when requested by a majority of Members or requested by the Select Board. Meetings shall be publicly posted at least seven (7) days prior to the date of the Meeting.

B. Emergency Meetings:

Providing a 24 hour notice is given in accordance with the notice guidelines currently in use by the Town, the Chairperson may call an Emergency Meeting. An Emergency Meeting shall only be called when business absolutely cannot wait until the next regular Meeting.

C. Parliamentary Procedure:

All votes shall be conducted using a common parliamentary guide, such as but not limited to, *Robert's Rules of Order*.

D. Meeting Place:

The Committee shall utilize Town buildings for Meetings and this location shall be publicly posted at least seven (7) days prior to the date of the Meeting.

E. Quorum:

- a. A quorum is required to vote hold an official Meeting of the Committee.
- b. A quorum is defined as a majority of those Members appointed to the Committee.

SECTION 6: REMOVAL OF AN OFFICER / MEMBER

A Member may be removed from the Committee for cause. Recommendation for removal shall occur if so voted by a 2/3 majority of the Members of the Committee. The results of said vote shall be provided to the Select Board and it shall make the final determination for removal.

The Select Board reserves the right to remove any Member of the Committee for cause.

The Select Board shall notify in writing the Committee Chairperson as well as the Member/Officer in question of an Executive Session scheduled specifically to review the allegations against him/her. Said notification shall be provided at least fourteen (14) days prior to the date of the Executive Session.

SECTION 7: SUBCOMMITTEES

A. *Sub-Committees:*

The Committee may create Sub-Committee(s) at the discretion of the Committee by a majority vote of the Committee.

B. *Composition of Sub-Committees:*

Sub-Sommittees shall be composed of an odd-number of Members consistent with the requirements of the Sub-Committee. Sub-Committees shall consist of at least one (1) Committee Member and other Members and/or volunteers who express their desire to serve on any given Sub-Committee.

C. *Appointments to Sub-Committees:*

All Sub-Committee appointments shall be made by majority vote of the Committee at a duly called regular Meeting.

D. *Meetings of Sub-Committees:*

All Sub-Committees shall be chaired by a Member of the Committee who has been duly appointed to the Sub-Committee.

E. *Action Plan & Reporting of Sub-Committees:*

It shall be the responsibility of the Sub-Committee Chairperson to periodically provide a report of Sub-Committee activities to the Committee at a regularly scheduled Committee Meeting.

SECTION 8: OPERATING BUDGET

The Committee shall be responsible to adhere to its operating budget that was approved at Town Meeting. All expenditures must be approved by a majority vote of the Committee at a duly called Meeting. The only exception to this is in the case of an emergency. In said case, the Committee Chairperson is authorized to approve an expense up to \$500.00 without approval of the Committee however the Chairperson must report the emergency expenditure at the next regular Meeting.

During the month of February of each year, the Committee will prepare the next fiscal year's operating budget and propose such to the Town Manager.

SECTION 9: ANNUAL REPORT

During the first week in May of each year, the Committee shall submit to the Town Manager an annual report summarizing the Committee's affairs. Said report shall be inserted into the Town's Annual Report.

SECTION 10: BY-LAWS REVIEW

The Committee shall annually, in the month of July, review its By-Laws and present any proposed amendments to the Select Board.

SECTION 11: ADMENDMENT OF BY-LAWS

These By-Laws may only be amended by the Select Board at a duly called Meeting.

SECTION 12: ADOPTION

We, the undersigned Select Board do hereby adopt these By-Laws at a duly called Meeting on February 19, 2019 and by doing so repeal any and all previously adopted By-Laws associated with the Old Church on the Hill Committee.



Cheryl Coffman, Selectperson



Dona Grant, Selectperson



Tina Brooks, Selectperson