

**TOWN OF BUCKFIELD
ORDINANCE DEVELOPMENT COMMITTEE
MISSION AND BY-LAWS**

Section 1: Establishment

The Town of Buckfield hereby establishes The Buckfield Ordinance Development Committee (BODC).

Section 2: Appointment

- A. Members of the BODC shall be appointed by the municipal officers and be sworn by the municipal clerk or other person authorized to administer oaths.
- B. The BODC shall consist of five (5) members.
- C. Each member shall serve a term of three (3) years with the intent of creating staggered terms.
- D. When there is a permanent vacancy, the municipal officers shall appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member fails to attend four (4) consecutive regular meetings without a reasonable excuse, or when a member ceases to be a registered voter of the Town. The municipal officers may remove members of the BODC by majority vote, for cause, after notice and hearing.
- E. A municipal officer may not serve as a member of the BODC.

Section 3: Organization, Rules and Procedures

- A. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members, except the member who is being challenged.
- B. The Chairman shall call one regular meeting each month, provided there is business to conduct.
- C. A quorum is required to conduct any business of the BODC. A quorum is defined as a majority of those members appointed to the BODC.
- D. The Chairman may call a Special Meeting providing a twenty-four (24) hour public notice is given.
- E. Notice of all public hearings shall be published in a newspaper of general circulation. The date of publication shall be at least seven (7) days before such hearing and the notice shall be posted in at least three (3) prominent places and when available, posted electronically on the Towns' Web Page and Towns' Public Access Channel #2 at least seven (7) days before such hearing. The notice shall set forth the nature of the hearing, the time, date and the place of the hearing.

- F. All meetings of the BODC shall be open to the public. No votes may be taken by the BODC, except in public meeting.

Section 4: Officers, Duties and Powers

I. Officers

- A. The BODC shall annually select a Chairperson who shall serve for a one year term from July 1 to June 30. The Chairperson shall develop the agenda, shall provide for distribution of all materials to other members of the BODC prior to the meeting and be responsible for the proper conduct of the meetings.
- B. The BODC shall annually select a Vice Chairperson who shall serve for a one year term from July 1 to June 30. The Vice Chairperson shall assume all the same responsibilities as the Chairperson when the Chairperson is unable.
- C. The BODC shall annually select a Secretary who shall serve for a one year term from July 1 to June 30. The Secretary shall ensure that a record of all pertinent discussions and votes of the BODC are properly recorded in the form of minutes.

II. Duties and Powers

- A. The BODC is tasked with the following duties and powers:
 - a. Advise the Town Officers of ordinances prescribed by the Comprehensive Plan that would enhance proper growth and development patterns, enhance livability, protect important resources and the rural character of Buckfield.;
 - b. To research and write ordinances for review by the citizens of Buckfield, the Buckfield Planning Board and the Board of Selectmen;
 - c. To seek out resources, grants, professional advice that may be available to Buckfield to assist with ordinance development.
 - d. To be available to explain said ordinance that have been developed and advanced to Town Meeting.
- B. The BODC may adopt rules and procedures in addition to Section 3 for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations.
- C. The BODC shall file all rules and procedures and subsequent revisions with the municipal clerk. Copies shall be provided to the municipal officers for their information.
- D. The BODC may obtain goods and services necessary to its proper function within the limits of appropriations made for their purpose.
- E. Write and submit an annual report of activities for the fiscal year.
- F. Conduct a joint meeting with the Buckfield Selectmen no less than annually.

Section 5: Jurisdiction

THE BODC is advisory only, and is not empowered to make any binding decisions. The BODC is expected to routinely make recommendations to the Board of Selectmen for ordinance development.

Section 6: Severability Clause

Should any section or provision of this Mission and By Laws document, be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this document.

Section 8: Effective Date

This governance document shall take effect immediately upon its approval at the Board of Selectmen's Meeting on Oct. 1, 2013. Any amendment shall take effect immediately upon approval of the Selectmen.