

**TOWN OF BUCKFIELD  
COMMUNITY EVENTS COMMITTEE  
BY-LAWS**

**SECTION 1: PURPOSE**

The purpose of the Community Events Committee, hereinafter referred to as the "Committee", is to organize and implement a Community Day festival on Labor Day, and other community events as determined by the Committee.

**SECTION 2: COMPOSITION**

The Committee shall be composed of no less than five (5) and no more than nine (9) Members. Members may be a resident of any Town/City in the State of Maine; however, in no event shall the number of Buckfield residents serving on the Committee constitute less than a majority at any time.

**SECTION 3: APPOINTMENT**

Any person seeking appointment to the Committee shall be appointed in accordance with the Town of Buckfield Appointment Policy.

**SECTION 4: OFFICERS AND MEMBERS**

- A. *Chairman*
- a. The Committee shall annually elect a Chairman from among its Members.
  - b. The Chairman shall preside at all Committee meetings and shall prepare an Agenda for each Meeting.
- B. *Vice-Chairman:*
- a. The Committee shall annually elect a Vice-Chairman from among its Members.
  - b. The Vice-Chairman shall assist the Chairman and in the absence of the Chairman, shall perform the duties of Chairman.
- C. *Secretary:*
- a. The Committee shall annually elect a Secretary from among its Members.
  - b. The Secretary shall prepare a true and accurate account of all proceedings of the Committee meetings in the form of Minutes, which shall document meeting attendees, Committee votes and other pertinent information discussed during the meetings. Meeting minutes shall be preserved in the town office.

- D. Member's Attendance:  
It shall be the responsibility of the Chairperson to report in writing to the Select Board any member who fails to attend three (3) consecutive regular meetings or any member who fails to attend four (4) regular meetings in any twelve (12) month period.

#### **SECTION 5: MEETINGS AND QUORUM**

- A. The Chairman shall call regular Committee Meetings as necessary or when requested by a majority of Members or requested by the Board of Selectmen.
- B. The Chairman shall conduct meetings using a common parliamentary guide, such as but not limited to *Robert's Rule of Order*.
- C. Regular Meetings shall be held in a public place and notice of the Meeting shall be posted on the town calendar at least seven (7) days prior to the date of the Meeting.
- D. Emergency Meetings may be held providing at least a twenty-four (24) hour notice is provided by posting on the town calendar. Emergency Meetings shall only be held when business absolutely cannot wait until the next regular Meeting.
- E. A quorum is necessary to conduct any business. A quorum is defined as a majority of those Members appointed to the Committee.

#### **SECTION 6: REMOVAL OF AN OFFICER / MEMBER**

If an Officer or Member of the Committee misses three (3) consecutive meetings, they may be recommended for removal from the Committee by a majority vote of the appointed Committee members.

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

#### **SECTION 7: SUB-COMMITTEES**

- A. Sub-Committees shall be created and staffed as needed to support community events as planned by the Committee.
- B. Sub-Committees may consist of both volunteers and Members; however, all Sub-Committees shall be chaired by a Member.
- D. All Sub-Committee appointments shall be made by the Chairman after soliciting Committee Member preferences and weighing all possible options.

**SECTION 8: EXPENDITURES**

All expenditures shall be approved by a majority vote of the Committee. Upon approval, the Chairman or his/her designee shall submit an invoice to the Town Treasurer for payment.

**SECTION 9: ANNUAL REPORT**

The Committee shall submit during the first week in May of each year to the Town Manager an Annual Report summarizing their activities and/or events over the past year. Said Report shall be inserted in the Annual Town Report.

**SECTION 10: AMENDMENT OF BY-LAWS**

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

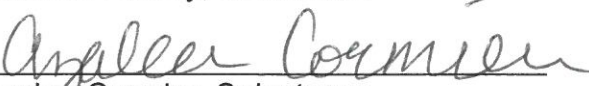
**SECTION 11: ADOPTION**

We, the undersigned Board of Selectmen do hereby adopt these amended By-Laws at a duly called Meeting on August 7, 2023

  
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Robert Hand, Selectman

  
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Sandra Fickett, Selectman

  
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Heather Henley, Selectman

  
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Azalea Cormier, Selectman