

# **TOWN OF BUCKFIELD ECONOMIC DEVELOPMENT COMMITTEE MISSION AND BY-LAWS**

## **Section 1: Establishment**

The Town of Buckfield hereby establishes The Buckfield Economic Development Committee (BEDC).

## **Section 2: Appointment**

- A. Members of the BEDC shall be appointed by the municipal officers and be sworn by the municipal clerk or other person authorized to administer oaths.
- B. The BEDC 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 BEDC by majority vote, for cause, after notice and hearing.
- E. A municipal officer may not serve as a member of the BEDC.

## **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 BEDC. A quorum is defined as a majority of those members appointed to the BEDC.
- 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 BEDC shall be open to the public, except executive sessions. No votes may be taken by the BEDC, except in public meeting. The BEDC shall not hold executive sessions except as permitted by the Right to Know Law.

## **Section 4: Officers, Duties and Powers**

### **I. Officers**

- A. The BEDC 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 BEDC prior to the meeting and be responsible for the proper conduct of the meetings.
- B. The BEDC 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 BEDC 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 BEDC are properly recorded in the form of minutes.

### **II. Duties and Powers**

- A. The BEDC is tasked with the following duties and powers:
  - a. Advise the Town Officers of actions and strategies to promote the growth of appropriate commercial and industrial entities, consistent with the Comprehensive Plan;
  - b. To serve as Ambassadors of the Town, promoting Buckfield's inexpensive land, available work force, and business-friendly zoning and other such duties as may arise within the general purview of these goals;
  - c. To seek out resources, grants, professional advice that may be available to Buckfield.
  - d. To promote a healthy Village area.
- B. The BEDC 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 BEDC 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 BEDC 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 BEDC is advisory only, and is not empowered to make any binding decisions. The BEDC is expected to routinely make recommendations to the Board of Selectmen for improving the local economy.

### **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.