

## SOCIAL SERVICES COMMITTEE BYLAWS

### ***Establishment:***

The establishment of the Social Services Committee, hereinafter referred to as the Committee, was approved at the Town of Buckfield's Annual Town Meeting held on June 21, 2006.

### ***Membership:***

Members of the Committee are appointed by the Board of Selectmen. The Committee shall consist of no more than seven (7) members.

### ***Officers:***

The Committee shall annually elect a:

1. Chairman
  - a. The person responsible to chair the meetings of the Committee.
  - b. Present recommendation to Board of Selectmen
  - c. Prepare a letter of information to request from each agency
2. Vice Chairman
  - a. The person responsible to conduct duties in the absence of the Chairman.
3. Secretary
  - a. The person responsible to prepare Minutes of the meetings.
  - b. Post notice of Meetings

### ***Purpose:***

The purpose of the Committee is to conduct an equitable process with social service agencies who request financial support from the Town of Buckfield.

### ***Process:***

Upon the Committee's request, each social service agency shall meet with the Committee to present the reason(s) why they are requesting funds from the Town of Buckfield, how it benefits the Town, and what those funds would be used for.

### ***Funding:***

The voters at Town Meeting shall determine and approve the total amount for financial support of social service agencies.

### ***Disbursement of Funds:***

The Committee shall compile and present a recommendation to the Board of Selectmen. The Board of Selectmen shall make the final determination as to how the funds shall be disbursed.

### ***Effective Date:***

These By-Laws were approved by the Social Services Committee at a duly called meeting on October 3, 2006.

These By-Laws were amended by the Social Services Committee at a duly called meeting on September 19, 2012.

**Note:** These By-Laws were never presented to the Board of Selectmen for approval in 2006 or in 2012. However, the Board of Selectmen voted to adopt these By-Laws as written at their December 16, 2015 Meeting.