

VETERANS' MEMORIAL COMMITTEE BY-LAWS

Section 1: Establishment & MISSION

The Town of Rangeley hereby establishes The Veterans' Memorial Committee (VMC) to honor, aid and assist veterans in many ways. The Veterans' Memorial Committee assists in the planning of Veteran's Day activities throughout the year. To promote patriotism. To plan for and oversee the improvements to the downtown Veteran's Memorial. To promote the sale and installation of *veteran's pavers.

Section 2: Appointment

- A. Members of the VMC shall be appointed by the municipal officers and be sworn by the municipal clerk or other person authorized to administer oaths.
- B. The VMC shall consist of five (5) members; the Public Services Director, three (3) citizens / taxpayers of Rangeley, Oquossoc and surrounding Plantations, and one (1) Selectman.
- C. Citizens shall serve a term of one (1), two (2) or 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. The municipal officers may remove members of the VMC by majority vote, for cause, after notice and hearing.

Section 3: Organization, Rules and Procedures

- A. Robert's Rules of order shall be adopted and adhered to.
- B. 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.
- C. The Chairman shall call at the minimum, one regular meeting quarterly, provided there is business to conduct with more regular meetings during project planning and execution.
- D. A quorum is required to conduct any business of the VMC. A quorum is defined as a majority of those members appointed to the VMC.
- E. The Chairman may call a Special Meeting providing a twenty-four (24) hour public notice is given.

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

Section 4: Officers, Duties and Powers

I. Officers

- A. The VMC 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 VMC prior to the meeting and be responsible for the proper conduct of the meetings.
- B. The VMC 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 VMC 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 VMC are properly recorded in the form of minutes. All agendas and minutes shall be posted on the Town's website.

II. Duties and Powers

- A. The VMC is tasked with the following duties and powers:
 - a. Advise the Town Officers of actions and strategies to update and incorporate action items with the intent of improving the Veterans' Memorial and event planning.
 - b. Provide quarterly written updates to the Town Manager the Wednesday prior to the second Selectboard meeting. This update will be included in Board packets.
- B. The VMC 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 VMC 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 VMC 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 Rangeley Selectmen no less than annually.

- G. The VMC will construct and implement an application process with outlined criteria.

Section 5: Jurisdiction

The VMC is advisory only and is not empowered to make any binding decisions. The VMC is expected to routinely make recommendations to the Town Manager and Board of Selectmen for improving the Veterans' Memorial.

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.

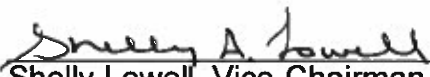
Section 8: Effective Date

This governance document shall take effect immediately upon its approval at the Board of Selectmen's Meeting on April 19, 2022. Any amendment shall take effect immediately upon approval of the Selectmen.

*Brick pavers are placed in the days prior to Memorial Day each year. In order to have a brick paver placed for Memorial Day, orders must be received by March 15 to allow time for engraving and placement. Orders placed after March 15 will be installed for the following Memorial Day. To learn more about purchasing a paver, please call the Public Services Director at 207-864-2294.



Cynthia Egan, Chairman



Shelly Lowell, Vice-Chairman

Stephen Philbrick



Ethan Shaffer

Ethna Thompson