

INNER CORE COMMITTEE

By-Laws

Last edited May 2017

ARTICLE I. NAME.

The name of this Committee shall be the Inner Core Committee.

ARTICLE II. PURPOSES

The Committee is formed to foster joint and cooperative action within the Inner Core subregion of the Metropolitan Area Planning Council (MAPC) and to provide a forum to explore issues which are a concern of the subregion but not necessarily of the same concern to the MAPC region as a whole. The Committee shall have the following functions and responsibilities:

- To exchange information;
- To discuss issues of critical concern that affects the physical, economic and social well-being of residents of member municipalities;
- To identify areas where member municipalities can cooperatively address problems in the subregion;
- To explore opportunities for cooperative approaches to address these problems, with an emphasis on economic development, job creation, housing, transportation, and environmental issues;
- To develop new tools and innovative strategies for solving problems of mutual concern; and
- To assume such other duties as the Committee believes are necessary to carry out its purpose or as may be voted by its members.

ARTICLE III. MEMBERSHIP

Section 1

The ICC shall be composed of the municipal employee or MAPC Council representative or designee from each of the member municipalities and agencies, as well as the MAPC Subregional Coordinator. The chief executive officer of a municipality, agency or the MAPC Executive Director may designate in writing another person to represent that community's, agency's or MAPC's interest. From time to time, and with written notice, a member of the Committee may authorize another person to represent their concerns on the Committee.

Municipalities:

Arlington
Belmont
Boston

Brookline
Cambridge
Chelsea

Everett
Lynn
Malden

Medford
Melrose
Milton*
Needham*

Newton
Quincy
Revere
Saugus

Somerville
Waltham
Watertown
Winthrop

Milton and Needham have dual membership in the ICC and the Three Rivers Interlocal Council (TRIC) subregion. For purposes of voting, Milton votes as part of the TRIC subregion and not as a part of the ICC subregion.

Agencies:

Boston Planning & Development Agency (BPDA)

Section 2

The Committee shall develop and, from time to time, up-date a list of associate members made up of local businesses, civic organizations, nonprofit organizations, and voluntary groups located within the ICC subregion. These parties shall receive meeting notices, minutes, agendas and may serve on sub-committees, but shall not have a vote on any ICC matters as per Article IV. Section 1.

Section 3

Although the ICC is not subject to the provisions of MGL Chapter 30A Sections 18 through 25 (the so-called “Massachusetts Open Meeting Law”), Committee meetings are open to the public and shall be noticed on MAPC's website under Public Meeting Notices. In addition, communication between and among members of the Committee and MAPC are subject to MGL Chapter 66 Section 10 (the so-called “Massachusetts Public Records Law”).

ARTICLE IV. RULES OF OPERATION AND STAFF SUPPORT

Section 1

Voting – Unless otherwise specified, any decision requiring a vote must be approved by a majority of those municipalities present and voting at a meeting. Each municipality, the BPDA, and MAPC Subregional Coordinator shall have one vote. In the event that multiple representatives from a municipality are present at a meeting, the municipal employee or MAPC Council representative or designee appointed by the chief elective official shall cast the vote on behalf of the municipality. In the case where the representative appointed by the chief elected official is not present, or where there are multiple officially appointed representatives from a municipality, such representatives shall have an opportunity to caucus in order to arrive at consensus on a vote on behalf of the municipality. All votes must be submitted in person.

The Committee may invite other people or organizations to participate as associate members in the committee's deliberations, provided that those associate members shall not have a vote.

Section 2

The Subregional Coordinator is an MAPC staff member appointed by the MAPC Executive Director, who shall be responsible for working with the chairpersons and membership (defined in Article VI) to ensure that the goals and objectives of the subregion are met. The Coordinator shall schedule meetings; prepare agendas; organize forums and workshops; maintain the subregion's contact list; manage the subregion budget; provide technical assistance to participating municipalities; and implement subregional projects.

ARTICLE V. CO-CHAIRS & ELECTIONS

Section 1

There shall be two Co-Chairs elected from the membership for staggered two-year terms. A person shall serve as Co-Chair for no more than two consecutive full terms and shall only be re-elected or appointed to an office after spending one year out of office. However, should no alternative member of the ICC accept nomination to assume the office of Co-Chair, the current Co-Chair(s) may have the option to continue in this office for another term.

Co-Chairs shall share the following responsibilities: assist the Subregional Coordinator with the preparation of meeting agendas; facilitation of meetings; appointment of all sub-committees; ensuring that the Subregional Coordinator carries out Committee directives; and representing the Committee before other local, regional, or state agencies or organizations.

The Co-Chairs, with the Subregional Coordinator, shall form the Executive Committee.

Section 2

Election of Co-Chairs: The annual election of Co-Chair shall be held during the annual meeting and shall be the first order of business. Each Co-Chair shall assume their office upon completion of the annual meeting.

Section 3

Co-Chairs and the Subregional Coordinator shall solicit interest among the membership for the Co-Chair roles and accept nominations prior to the annual meeting. The nominated slate shall be sent to the members with the notice of the annual meeting. Nominations from the floor with the assent of the nominee will be accepted.

Section 4

Vacancy - In the event of the inability of either Co-Chair to serve, a temporary Co-Chair shall be designated by the Subregional Coordinator. This temporary Co-Chair shall perform all duties of the office until such time as the Committee shall elect one of its members to fill the vacancy. Such election shall be held at a regularly scheduled meeting of the Committee provided that thirty (30) day's notice of said election has been given to the Committee.

Section 5

Executive Committee - The Executive Committee is comprised of the two Co-Chairs and the Subregional Coordinator.

ARTICLE VI. MEETINGS

Section 1

There shall be at least six (6) meetings of the Committee each year during the fall, winter and spring. Should time-sensitive issues arise between scheduled meetings, the Coordinator may schedule additional meetings, webinars, and/or conference calls. The location of the meetings shall take place at the MAPC offices or at such other places the Chairperson designates. Meetings requiring a vote of the membership shall be conducted in accordance with Roberts Rules of Order.

Section 2

The date of the annual meeting shall be determined each year and specified in the annual work plan. Its purpose is to:

- a. Elect one Co-Chair in accordance with the staggered terms outlined in Article V;
- b. Adopt a work program for the ensuing year;
- c. Receive an annual report on the activities and financial affairs of the Committee from the Subregional Coordinator;
- d. Transact such other business as may properly come before it.

Section 3

Quorum – The majority of the voting membership shall constitute a quorum at any meeting. MAPC is considered a voting member for the purposes of quorum counts. Meetings requiring a vote of the membership shall proceed in accordance with Article IV, Section I.

ARTICLE VII. COMMITTEES

Section 1

The Co-Chairs shall appoint all subcommittees and Task Forces which the Committee may from time to time deem necessary. Sub-committees and Task Forces shall consist of representatives as outlined in Article III, Section I, and may include individuals who live and work in the member municipalities and who are not appointed representatives of any municipality.

ARTICLE VIII. AMENDING THE BYLAWS

Section 1

Amendments to these bylaws must be proposed by a member before a regularly scheduled Committee meeting. Amendments become effective upon approval at a subsequent regularly scheduled meeting.

Section 2

Any amendment to these bylaws must be adopted by a two-thirds vote of those municipalities present and voting, but in no event less than one-half of the members in the Committee. MAPC is considered a municipality for the purposes of voting.

ARTICLE IX. ADOPTION OF BYLAWS

Section 1

Adoption of these bylaws shall require a two-thirds vote of the membership as described in Article VIII.