

MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC) COMMITTEE BYLAWS

Adopted November 2, 2017

ARTICLE I: NAME

Section 1 The name of this organization shall be The Minuteman Advisory Group on Interlocal Coordination (MAGIC) Committee, an unincorporated sub-regional Committee of the Metropolitan Area Planning Council (MAPC).

ARTICLE II: MEMBER COMMUNITIES

Section 1 The Minuteman Advisory Group on Interlocal Coordination (MAGIC) Committee shall include the towns of Acton, Bedford, Boxborough, Bolton, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, Sudbury.

ARTICLE III: PURPOSE

Section 1 The purpose of the Committee shall be to foster joint and cooperative action concerning growth and development within the MAGIC region. The Committee shall be responsible:

- To give notice of, to review and to comment upon proposed significant projects occurring within member communities;
- To assist and advise all agencies, boards and authorities in their policies and actions affecting growth and development for all member communities;
- To develop and promote coordinated plans, programs and techniques of growth management and resource protection for all member communities;
- To coordinate efforts and evaluate proposed physical improvements to the Region's infrastructure; and
- To undertake such other duties as the Committee believes necessary to carry out its purpose.

The Committee shall not make binding decisions or commitments, act on behalf of, or impose any requirements upon member communities or MAPC, except as authorized by them in accordance with applicable legal requirements.

ARTICLE IV: MEMBERSHIP

Section 1 The Minuteman Advisory Group on Interlocal Coordination (MAGIC) Committee shall consist of two representatives from each community. One representative shall be appointed by that community's Board of Selectmen and one representative shall be appointed by that community's Planning Board. The term for each representative shall be one year.

The Committee prefers, but does not require, one representative to be a member of the Board of Selectmen and the other representative to be a member of the Planning Board. The Committee also finds it helpful when one of the community's representatives is also such community's representative to the MAPC Council.

The Committee shall maintain a list of the representatives from each community and update the list for each new fiscal year.

The Committee shall actively encourage communities to have both representatives attend meetings.

Section 2 The Metropolitan Area Planning Council (MAPC) will designate a MAGIC Coordinator to provide professional assistance to the Committee or its member communities, provide staff assistance to the Committee (coordinate meetings, keep records and correspondence, etc.), and act as executive secretary to the Committee.

Section 3 Voting – Each community shall have one vote. In the case of a conflicting vote within a community, the representative appointed by the Selectmen shall have preference.

Quorum – A quorum shall consist of one-third (1/3) of the communities; any decision must be voted by not less than a majority of those voting representatives present, except as noted elsewhere in these bylaws.

Section 4 Expansion of Membership – The Committee may invite any other person or organization concerned with growth issues in the MAGIC region to become an associate member and to participate in Committee deliberations, but not to vote. The Committee may be expanded by admitting to full membership any abutting city or town by a two-thirds affirmative vote of the MAGIC communities present.

Section 5 MAGIC shall request a support fee each year from member communities to fund operations.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1 There shall be a Chairperson, and two Vice Chairpersons. Only current representatives will be eligible for consideration for these leadership positions. The term shall be for one year.

Chairperson

Prepares the agenda, conducts the meetings, appoints all committees, insures that the staff carries out the Committee directives, and represents the Committee before other local, regional, or state agencies or organizations.

1st Vice Chairperson and 2nd Vice Chairperson

In the absence of the Chairperson, the 1st Vice Chairman assumes the duties of the Chairperson. The two Vice Chairpersons and the Chairperson shall form the Executive Committee.

Section 2 Election of Officers – The annual election of officers shall be held during the September meeting. The election of officers shall be the first order of business. They shall assume their office upon completion of the Annual Elections meeting.

Section 3 The Chairperson shall appoint a Nominating Committee at the June meeting that shall prepare a slate of officers that shall be sent to the representatives with the notice of the annual meeting. The slate of officers must be selected from the current representatives. Nominations from the floor with the assent of the nominee will be accepted.

Section 4 Vacancy – In the event of inability of any officer to serve, the next ranking officer shall perform all duties of that office until the Committee shall elect one of its representatives to fill the vacancy.

Section 5 Executive Committee – An Executive Committee comprised of the three officers shall provide guidance to staff in the interim period between meetings.

ARTICLE VI: MEETINGS

Section 1 There shall be at least nine meetings of the Committee each year. The Committee should meet monthly, whenever possible. Meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2 Annual Work Plan Meeting – The Annual Work Plan Meeting shall be held in June to:

- a. Adopt a working program for the ensuing year; and
- b. Transact such other business as may properly come before it.

Section 3 Annual Elections Meeting – The Annual Elections Meeting shall be held in September to:

- c. Elect officers; and
- d. Transact such other business as may properly come before it.

ARTICLE VII: COMMITTEES

Section 1 The Chairperson shall appoint all subcommittees and task forces that the Committee may from time to time deem necessary and shall serve as an ex-officio member. Subcommittees and task forces can be any number of members and shall consist of representatives from at least two different communities, and may include individuals not part of the Committee.

ARTICLE VIII: AMENDING BYLAWS

Section 1 Amendments to these bylaws must be proposed by a representative before a regularly scheduled Committee meeting. Amendments become effective upon approval at a subsequent regularly scheduled meeting.

Section 2 Amendments to these bylaws will require the assent of at least a two thirds (2/3) vote of all the MAGIC communities.