

# **SOUTHWEST ADVISORY PLANNING COMMITTEE BYLAWS**

## ARTICLE I - NAME

### Section 1

The name of the organization shall be the SouthWest Advisory Planning (SWAP) Committee.

## ARTICLE II - PURPOSE

### Section 1

The purpose of SWAP shall be to:

- facilitate communication between and among the municipalities, in partnership with MAPC representatives, through the participation of local officials involved with planning issues;
- foster cooperative planning efforts among the municipalities; and,
- create an agenda for action on planning topics including housing, economic development, environment, natural resources, transportation, smart growth, and land use that will help to manage development while maintaining the region's economic prosperity and desirability.

## ARTICLE III - MEMBERSHIP

### Section 1

#### Members

SWAP shall be composed of ten (10) member municipalities that have been designated by the Metropolitan Area Planning Council (MAPC) as members of one of its eight subregions. These municipalities include Bellingham, Franklin, Dover, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, and Wrentham.

Membership in SWAP shall include at least two (2) but no more than three (3) representatives from each municipality to include:

- one person with planning expertise and an interest in advancing the purpose of the subregion who shall be designated by the Board of Selectmen;
- one person employed by the Planning, Community Development, Economic Development or Land Use department of the municipality who shall be designated by the Planning Board or, in the event the municipality

does employ such staff, one person with planning expertise and an interest in advancing the goals of the subregion who shall be designated by the Planning Board; and,

- the municipality's duly appointed MAPC Council Representative.

## Section 2

### Associate Members

Associate members to SWAP may include the following:

- one person designated by the 495 MetroWest Partnership
- one person designated by the MetroWest Regional Transportation Authority
- one person designated by the Greater Attleboro Taunton Regional Transit Authority (GATRA)
- one person designated by MetroWest Tourism Council
- the SWAP representative to the Boston Metropolitan Planning Organization
- one municipal official from each of the following three bordering municipalities: Foxborough, Holliston, and Medfield

Additional Associate Members may be added to the membership subject to annual meeting vote but shall not be eligible to vote in any SWAP matters.

## Section 3

### Subregional Coordinator

The MAPC Executive Director shall assign one MAPC staff member to serve as subregional coordinator for SWAP.

The MAPC subregional coordinator may develop and update a list of persons who reside in the subregion or who represent local business or public service interests. These persons may receive SWAP meetings agendas and may serve on SWAP committees at the discretion of the SWAP co-chairs.

The subregional coordinator shall work with the SWAP co-chairs to draft the annual work program, schedule meetings; prepare agendas; organize forums and workshops; provide technical assistance to participating municipalities when needed; implement subregional projects; and provide regular correspondence regarding MAPC or subregion programs and projects, events, meetings, announcements, and funding opportunities.

## Section 4

### Voting

Each municipality shall cast one (1) vote. In the event of a disagreement between representatives from the same municipality, the vote of the Selectmen's designee shall prevail.

The MAPC subregional coordinator shall not be a voting member of SWAP.

Associate Members shall not be voting members of SWAP.

## ARTICLE IV - OFFICERS AND ELECTIONS

### Section 1

#### Co-chairs

There shall be two co-chairs who shall each serve for one (1) term of two (2) years. The terms of the two co-chairs shall be staggered and shall not at any time run concurrently.

The co-chairs must be members from two different municipalities. Associate members are not eligible to serve as co-chairs.

The co-chairs' duties shall include working with the MAPC subregional coordinator to prepare meeting agendas, conduct meetings, and appoint all sub-committees, and representing SWAP before MAPC and other local, regional, state, and federal agencies or organizations when necessary.

### Section 2

#### Elections

An annual election shall be held every year during the SWAP June meeting. The election shall be the first order of business. The newly elected co-chair shall assume office on July 1<sup>st</sup> after the election.

A member who has served as co-chair may serve again as co-chair after taking one full year off from office.

### Section 3

#### Vacancies

In the event one or both of the co-chair positions becomes vacant, the SWAP Committee shall elect one of its members to fill the vacancy. Such election may be held at a regularly scheduled meeting of the SWAP Committee provided that one month's notice of said election has been given to the SWAP Committee.

#### Section 4

Unexcused Absences - In the event of three consecutive unexcused absences of regularly scheduled meetings, the co-chair position shall be deemed vacant.

#### Section 5

Nominating Committee - A nominating committee composed of three (3) SWAP Committee members, each representing a different municipality, shall be established to recommend members for the election of co-chairs. The immediate past co-chair shall serve on the nominating. The other two members of the nominating committee shall be appointed by the other co-chair. Such nominating committee shall also recommend members to fill any vacancies throughout the year. The nominating committee will be created at the February meeting of an election year and shall serve for one (1) term of two (2) years.

### ARTICLE V - MEETINGS

#### Section 1

There shall be at least nine (9) meetings of the SWAP Committee each calendar year.

#### Section 2

##### Annual meeting

The annual meeting shall be held in June to:

- a. Elect officers;
- b. Adopt a work program for the next year;
- c. Transact such other business as may properly come before it;
- d. Report progress and accomplishments;

#### Section 3

##### Quorum

A quorum shall consist of six member municipalities; however, a regularly scheduled meeting may occur without a quorum.

Section 4

Voting

Matters pertaining to policy, such as submission of comment letters regarding subregional transportation or an agreement to participate in an inter-municipal project, shall require a simple majority (four) vote of the quorum of the membership.

ARTICLE VI - COMMITTEES

The co-chairs shall appoint committees as deemed appropriate.

ARTICLE VII - AMENDMENTS

Section 1

The SouthWest Advisory Planning Committee bylaws may be amended by a two-thirds (seven) vote of the membership. Any amendments to the bylaws must be presented to the SWAP Committee at a meeting and voted upon at the next meeting.

1996

Amended 2016