

1 **BYLAWS**

2 **METROWEST REGIONAL COLLABORATIVE**

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4 **ARTICLE I NAME**

5 The organization shall be known as the MetroWest Regional Collaborative (Collaborative).
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7 **ARTICLE II PURPOSE**

8 The MetroWest Regional Collaborative assists and advises local leaders in meeting
9 growth management challenges by facilitating inter-local collaborative planning and problem
10 solving to enhance the quality of life and economic competitiveness of the MetroWest region.
11 The Collaborative serves as an advocate for locally initiated regional solutions to the policy and
12 planning challenges shared by MetroWest communities.
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14 **ARTICLE III MEMBERSHIP**

15 Eligible members shall be communities in the geographic area known as MetroWest and the
16 regional planning agency known as the Metropolitan Area Planning Council (MAPC).

17 Section 1. Core members shall be the communities of Ashland, Framingham, Holliston,
18 Marlborough, Natick, Sherborn, Southborough, Wellesley, Wayland, and Weston.

19 Section 2. Communities adjacent to the core member communities listed in Section 1. above may
20 become core members upon vote of the Collaborative.

21 Section 3. Membership shall be conditional on the payment of an annual-assessment for each
22 member community.

23 Section 4. Member communities shall have voting privileges represented by their two designees,
24 one Select Board member or an appointed designee, or one Mayor or their appointed designee;
25 and one member of their planning board or the board's appointed designee.

26 In the event of a tied vote by the Collaborative, the vote of the Chair of the Collaborative carries
27 the vote; the Chair votes last to ensure it is the tie-breaking vote.

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29 **ARTICLE IV OFFICERS**

30 Section 1. Officers of the Collaborative shall be Chair, Vice Chair, and Clerk. The term of office
31 shall be one year.

32 Section 2. The Chair shall call and preside at meetings, set the agenda, make appointments and
33 manage the business of the Collaborative in consultation with the MAPC Coordinator (s),
34 including presentation of the budget, and perform such other duties as prescribed by the
35 parliamentary authority adopted by the Collaborative in Section 6 of the bylaws. The Chair may
36 serve as an ex-officio member of appointed committees.

37 Section 3. In the absence of the Chair, the Vice Chair shall be vested with the authority of the
38 Chair.

39 Section 4. The Clerk shall be signatory for the Collaborative when appropriate.

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41 **ARTICLE V EXECUTIVE BOARD**

42 Section 1. The Executive Board shall consist of the Chair, Vice Chair, Clerk, one member of the
43 immediate past Executive Board (if available), and up to two members-at-large.

44 Section 2. The Executive Board is authorized to act in place of the Collaborative on any matters
45 that arise between scheduled meetings and require immediate attention, except for those
46 requiring a vote by the Collaborative. Any actions taken by the Executive Board shall be
47 reported to the full Collaborative and read into the minutes of the next meeting.

48 Section 3. Executive Board vacancies occurring during the year shall be filled by the Chair in
49 consultation with the Executive Board. In the event of the Chair being vacated, the Vice Chair
50 shall move to that position and a special election shall be held as soon as practicable to fill the
51 Vice Chair position.

52 Section 4. MAPC, in its capacity as providing administrative functions to the Collaborative and
53 with the Executive Board's approval, shall contract with individuals, groups, or other business or
54 corporate entities on behalf of the Collaborative to provide professional staff and services to the
55 Collaborative so as to further the objectives and goals of the Collaborative.

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57 **ARTICLE VI ELECTIONS**

58 Section 1. At the May meeting, the Chair shall solicit interest from members of the Collaborative
59 to serve as an officer. Nominations from the floor with the assent of the nominee will be
60 accepted.

61 Section 2. Regular elections shall be held annually, and new officers shall assume their positions
62 upon election. Vacancies shall be filled by election as soon as practicable.

63 Section 3. Any officer may be re-elected each year.

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65 **ARTICLE VII MEETINGS**

66 Section 1. It is the goal of the Collaborative to hold a minimum of six meetings of the full
67 Collaborative each year at a date and time determined by the Collaborative. Meetings may be
68 held virtually, hybrid, or in person. Each member shall be provided notice of the meeting with
69 the agenda in accordance with Open Meeting Law requirements.

70 Section 2. An organizational meeting shall be held annually, prior to the end of the fiscal year.
71 The agenda shall include the election of officers, discussion of the Collaborative's Annual Work
72 Program, adoption of the budget, and other business as determined by the Chair. The
73 Collaborative's Annual Work Program shall be adopted annually.

74 Section 3. A majority of appointed members shall constitute a quorum.

75 Section 4. A simple majority of those present and voting shall be necessary for the adoption of
76 motions.

77 Section 5. All meetings of the Collaborative shall be open to the public. All meetings of the
78 Collaborative shall be conducted in accordance with the Massachusetts Open Meeting Law.

79 Section 6. The conduct of all meetings shall be governed by the then-current edition of Roberts
80 Rules of Order. Parliamentary discretion shall be vested in the Chair. The Chair shall recognize
81 all attendees wishing to be heard and shall grant the floor except in the discussion of a motion.

82 Section 7. Once a motion has been made, discussion by non-voting members is not allowed.

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84 **ARTICLE VIII FINANCE**

85 Section 1. Each member community will be assessed a special assessment fee to support the
86 work of the Collaborative. The amount of the fee shall be determined each year by the full
87 Collaborative.

88 Section 2. The fiscal year shall be from July 1 through June 30 unless otherwise determined by
89 the Collaborative.

90 Section 3: Participation in a special assessment funded project is conditional upon payment of
91 annual special assessment by a member community.

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93 **ARTICLE IX AMENDMENTS**

94 These bylaws may be amended at any regular meeting of the Collaborative, providing notice has
95 been served to each member in accordance with Open Meeting Law requirements. Approval
96 shall require the vote of two-thirds of the members of the Collaborative present and voting, but
97 in no event less than one-third of the members of the Collaborative.

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99 Date of Origin: October 1985

100 Previous Revisions: September 21, 2005; September 11, 2008; December 15, 2010; November
101 30, 2023

102 Latest revision: April 25, 2024