

TOWN OF EAST BRIDGEWATER
PATRIOTIC ACTIVITIES COMMITTEE
BYLAWS – POLICIES – PROCEDURES

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MAY 2022

Article I

ESTABLISHMENT

The East Bridgewater Patriotic Activities Committee (EBPAC) was established by the Board of Selectmen in April of 1995 by changing the names, purposes and goals as well as the terms of office of the former "Memorial and Veterans Day Parade Committee".

The new Committee was established under the Bylaws of the Town of East Bridgewater, authorized by and pursuant to Chapter 40, Section 8 of the Massachusetts General Laws as amended through 1988.

Article II

OBJECTIVES OF THE EBAC

The objectives, goals and purposed of the EBAC shall be to provide support to the East Bridgewater Veterans Agent in the following:

1. In educating and enlisting the support and participation of the citizens of the Town in appropriately celebrating or otherwise observing all the various Patriotic holidays.
2. To assist in the design and implementation of services or programs to foster and promote observance of the above stated activities.
3. To establish proper memorials or monuments whenever needed and appropriate, and to provide for their proper maintenance.
4. Observation of other patriotic activities such as the proper flying of the American, Massachusetts and East Bridgewater Flags in our Town, the placing of Flags on the graves of our local Veterans, and providing Flags and Bunting for Town observances and parades as may be needed from time to time.

5. To make an Annual Report to the Board of Selectmen of all their activities and finances with a second copy to the Town Clerk in accordance with the Town Bylaws.

Article III

MEMBERSHIP

1. The membership of this Committee shall consist of nine members of the Town whose three year terms shall be in three year intervals; i.e., three members appointed by the Selectmen each year for three succeeding years, so that terms overlap.
2. Prospective members wishing to apply to fill any vacancy on the Committee, whether such vacancy is due to death, incapacity or resignation, shall apply in writing to the Board of Selectmen. After each applicant has been interviewed by the Committee, one will be nominated by a majority of EBPAC members, and that nomination will be sent to the Selectmen. No person so nominated shall serve on the Committee until officially appointed by vote of the Board of Selectmen and sworn in to membership by the Town Clerk. All such appointees must present themselves to the Town Clerk within seven working days of receiving notification of said appointment.

Article IV

VOTING RIGHTS OF MEMBERS

All voting rights shall be vested in the sworn-in members of this Committee, and each individual shall be entitled to one vote and one vote only, on any question that may come before a meeting of the Committee.

Article V

MEETINGS

1. All meetings must be posted on the Town Offices Bulletin Board, at least forty-eight hours prior to the time of the meeting.
2. Regular monthly meetings will be held on the last Wednesday of the following months: August, September, October, March, April and May, at 6:00 p.m., in the Selectmen's Meeting Room on the main floor of the Town Office Building.
 - a. When the last Wednesday is a holiday, the meeting will be changed to the previous Wednesday.
 - b. When the attendance of a guest conflicts with the regular date and time, the meeting may be changed to a mutually agreed upon alternate date and time.
 - c. When the meeting date conflicts with Town Meeting, the meeting will be held on the prior Wednesday.
3. A special meeting may be called by the Chairman, at the request of, or with the approval of at least three members; or it may be called at the request of a majority of the members. All Special meetings called must meet with the Posting requirements stated in section 1 above.
4. The Annual meeting shall be the last meeting held in May, both for reorganizational purposed and presenting of the Annual Report.

5. While there is no office space for the Committee, the mailing address shall be the Town Office Building, or that of the communicating member or Clerk of the EBPAC.
6. The quorum for any meeting shall be a simple majority.
7. The conduct and format of the meetings shall be guided by Robert's Rules of Order. The order of business shall be as follows:
 - a. Call to Order
 - b. Communication/introduction of guests
 - c. Reading of Clerk/Secretary report/minutes
 - d. Reading of Financial Statement/bills
 - e. Reports of subcommittees
 - f. Old or unfinished business
 - g. New business/upcoming plans
 - h. Chairman's recapitulation
 - i. Reminder of time and place
 - j. Adjournment
8. Regular attendance at all meetings of the EBPAC is expected of all the members. In the event of extenuating circumstances precluding attendance, a member must notify the Chairman or Clerk/Secretary prior to the meeting, and go on record with an excused absence. Three consecutive unexcused absences will signify a disinterest in membership on the Committee, and may result in the Committee seeking the board of Selectmen to request a resignation. Six unexcused absences in one year shall constitute grounds for an automatic removal from the Committee.
9. In the event a member wishes to resign from the Committee for whatever reason, he or she must do so in writing to the Committee with copies to the Town Clerk and the Board of Selectmen. The Committee is also obliged to notify the Town Clerk and the Board of Selectmen in writing within thirty

days after receiving notification from the member, in accordance with the Massachusetts General Laws, Chapter 41, Section 11.

Article VI

OFFICERS AND RESPONSIBILITIES

The Officers of the EBPAC shall consist of a Chairman, a Vice Chairman, a Clerk/Secretary, and a Financial Clerk. All are to be elected at the Annual Meeting.

Their responsibilities shall be as follows:

1. The Chairman shall:

- a. Preside at all official meetings of the members of the Patriotic Activities Committee.
- b. Call for regular, special, emergency and annual meetings as prescribed by the Bylaws and Policies of this Committee.
- c. In general, have charge of all the affairs of the Committee in accordance with its Bylaws and Policies.
- d. Be the one public voice for the Committee, in accordance with the will and the vote of the Committee.
- e. Name the chairman for the various subcommittees that are agreed upon by consensus of the Committee.
- f. Be a member, ex officio, of each subcommittee, but shall vote only to break a tie.

2. The Vice Chairman shall:

- a. Carry on the duties of the Chairman in the event the Chairman is absent (otherwise these duties shall rest with the Clerk/Secretary)
- b. Assist the Chairman in any and all ways that the Chairman may from time to time request.
- c. Prepare to assume the duties of the Chairman.

3. The Clerk/Secretary shall:

- a. Post all meetings on the Town office Bulletin Board as prescribed by Tow Bylaws.
- b. Attend all meetings of the Committee unless excused by the Chairman and the Services of a temporary Clerk obtained
- c. Keep a complete and well-organized file of all records and activities of the Committee.
- d. Keep accurate financial records including authorization for all expenditures and notation of any receipts and report budget status at all meetings. (Financial Clerk duties).
- e. Keep accurate attendance records of all meetings.
- f. Keep accurate minutes of all meetings and provide approved copies to the Town Clerk in accordance with the Bylaws.
- g. Discharge any and all other duties assigned by the Chairman and those voted by the Committee (These may include the daily observation of weather conditions for purposed of removing, or the lowering and raising of the Town Flags.)

Article VII

SUBCOMMITTEES

There shall be a number of standing subcommittees whose chairman shall make plans for the continuity and timely exercise of their functions, give reports of their plans of action and recommendations (together with cost estimates) as agenda items at regular Committee meetings, and report their activities in writing for inclusion in the Annual Report to the Town.

The standing subcommittees of this Committee shall be as follows: (their area of responsibility should be obvious as dictate by their names).

1. Budget, Bylaws, Policy and Procedures
2. Parades and Marchers/Scouting Liaison

3. Meetings, collations and functions
4. Publicity, Public Relations & Contributions
5. Veterans and Other Town Departments Liaison
6. Flagpole, Monument and Memorial Maintenance
7. Observance/Activity Plans & Military Liaison
8. Materiel, Supply & Equipment Inventory and Upkeep
9. Miscellaneous Additional Activities

Article VIII

AMENDMENTS

These Bylaws may only be amended in accordance with the Town Bylaws, and all such amendments must be voted by the Committee and the Selectmen and ratified at Town Meeting.

Article IX

EFFECTIVE DATE

These Bylaws shall become effective immediately, and shall become official and binding following acceptance by the Selectmen and adoption by the voters at Town Meeting.