

BY-LAWS OF THE LOWELL COMMUNITY COMMITTEE

Adopted April 12, 2022

Section I. Membership

a. There shall be a Lowell Community Committee which shall consist of up to eight (8) members but not less than five (5) members of which all shall be voting members each appointed to three (3) year terms. Terms will be staggered to provide for continuity of leadership and experience while allowing for new members with fresh ideas. Terms shall run from January 1 in the year appointed to December 31 of the expiration year. All members shall be current residents of Lowell or City of Lowell business or property owners and will apply to the City Council. Any member seeking reappointment must submit an updated application that addresses the willingness to serve an additional term. The City Manager or a designee appointed by the City Manager, will serve as City Staff Liaison, and up to 2 members of the City Council will be appointed annually as non-voting members to serve as Committee Liaison to the Lowell Community Committee.

b. If a Committee member resigned during their term, a new member will be appointed by the City Council to finish out the term.

c. Committee members are expected to attend meetings on a regular basis. Members should inform the chair of the committee as soon as possible when unable to attend an upcoming meeting, preferably at least 48 hours notice due to quorum considerations. The advisory committee should maintain attendance records, including all regular and special meetings. If a committee member has missed 25% of the advisory committee meetings during a calendar year, the committee Chair should make a recommendation to the City Council on continued service of the member. The member in question will provide an explanation in writing. Based on this information, the City Council will make a decision on the member's status.

d. Committee members shall serve without monetary compensation but shall be entitled to reimbursement for expenses incurred in the performance of official duties relating to professional meetings, conferences, and workshops, with such reimbursement made to the same extent as according to the policies applicable to city employees.

Section II. Meetings

a. The Committee shall hold regular meetings each month of the year. The City Manager, the Chairperson or the Vice-Chair may call special or emergency meetings, provided that notice is given to all members, the press, and other persons in accordance with the Open Meetings Law.

b. A quorum for the Committee shall consist of the number of members equal to a majority of the non-vacant seats on the Committee. Notwithstanding, at least three (3) members must be present to vote on any items.

c. All official actions of the Lowell Community Committee shall be taken by majority vote, a quorum being present.

d. Minutes shall be kept of all Committee meetings and a copy thereof shall be made available to City Hall within fifteen (15) days after the date of the meeting for which the minutes are furnished.

Section III. Officers and Duties

a. Officers of the Committee shall be a Chairperson, a Vice-Chair, and a Secretary.

b. The Chairperson shall be selected annually by a majority vote from the Committee members. Once selected, a chairperson is eligible to be reappointed for up to two additional consecutive year terms.

c. The Committee shall annually select a Vice-Chair, who is eligible for reappointment in the same manner as the Chairperson. The Vice-Chair shall perform the duties of the Chairperson if he is absent. When both the Chairperson and Vice-Chair are absent, those members present shall select a temporary chairman.

d. The Secretary shall record minutes of meetings and be responsible to deliver copies of official reports and minutes to all members. Minutes shall be kept of all Committee meetings and a copy thereof shall be made available to City Hall within fifteen (15) days after the date of the meeting for which the minutes are furnished.

Section IV. Powers and Duties

The purpose of the Lowell Community Committee is to perform studies, to make recommendations on community improvement and recreation policies, to make recommendations on grant activities and to offer advice and assistance to the Parks and Recreation Department and/or City Council, and others, as necessary or as requested on economic development, infrastructure, parks, greenways, facilities, beautification and city programs and grants within the City of Lowell.

These duties will include:

1. To investigate and determine the needs, interests and goals of the community for community improvement and make recommendations to the Parks and Recreation Department and/or City Council to meet those needs and goals.
2. To inform and educate the general public of the importance and need for economic development, city renewal programs, the importance of park and recreation programs, greenways, facilities, and services.
3. To plan and develop attractive public areas in the City to make the City more attractive.
4. To make recommendations on the acceptance of grants, gifts, bequests, donations and personal or real property for community improvement projects, parks, greenways, or recreation purposes.
5. To assist the City in developing cooperative arrangements with other organizations and private groups, when it will further the objective of promoting economic development, infrastructure, beautification, park development and operation, park/recreation leadership, and city programs.
6. To assist in developing/updating a comprehensive master plan to meet the present and future needs for programs, services, park facilities, open spaces and trails and to advise in developing priorities for each of these.
7. Upon request, recommend approval of Rules and Procedures pertaining to the use of public parks and facilities including suggested fees and charges.
8. To actively participate in the City's volunteer opportunities and fundraising efforts for City Festivals, Events, Programs, and Activities.
9. Any other items delegated to by the City Council or Parks and Recreation Department.