



## **Town of Belmont Community Path Advisory Committee (CPAC)**

### **Rules of Governance Adopted and Accepted: 11 September 2013**

#### **Article 1: Name**

The name of the Committee shall be the Community Path Advisory Committee (“CPAC”).

#### **Article 2: Charge**

The CPAC and its charge and mission was established by the Belmont Board of Selectmen. The CPAC has been organized to identify potential locations for a proposed Community Path that can be utilized for recreation, exercise, and transportation.

The Community Path is intended to be a shared-use resource for pedestrians, bicyclists, in-line skaters, and other non-motorized forms of mobility. The Committee is intended to identify, assess, and rank the criteria for guiding the identification, prioritization and selection of possible land parcels and routes for consideration by the Board of Selectmen.

The CPAC is charged with gathering information related to this potential path, and will identify issues, concerns and benefits, and reporting final recommendations for next steps in a written report to the Board of Selectmen for their future action.

The CPAC is charged with these primary objectives:

- Gather and review all relevant existing studies and reports that could provide useful information to the Board of Selectmen regarding the Community Path.
- Assess potential benefits and positive impacts for each potential segment of a shared-use path in the Town.
- Outline all concerns and issues related to a Community Path in the Town of Belmont.
- Provide and rank criteria useful for evaluating potential routes for a Community Path.
- Communicate, solicit input, and involve the Belmont community with the CPAC's work.

- Deliver a report of final recommendations with proposed next steps to the Board of Selectmen for their consideration and future action.

The CPAC will operate as a temporary advisory committee under the direction and authorization of the Board of Selectmen. The CPAC will report regularly to the Board of Selectmen and will update the Board on a quarterly basis.

### **Article 3: Membership and Voting**

The CPAC will include seven (7) to twelve (12) voting members including Belmont citizens and business owners. All voting members of the CPAC shall be formally appointed by the Board of Selectmen and as a municipal government body shall adhere to the Open Meeting Law of Massachusetts while conducting the CPAC's business. The CPAC will be staffed by the Town Planner and Assistant Town Administrator who will be non-voting members of the CPAC. The Town Planner will provide technical assistance and administrative support that will enable the CPAC members to achieve its primary objectives. The Assistant Town Administrator will facilitate effective communications between the CPAC and the Board of Selectmen and Town Administrator.

### **Article 4: Officers and Officer Roles**

Over the term of the CPAC, officers shall be elected from within the CPAC on an annual basis. Terms of office will not exceed one-year unless there is a unanimous vote of the CPAC. The Officers' roles include:

- **Chairperson:** The Chairperson shall draft meeting agendas and distribute them to the CPAC members and to the Town liaisons. The meeting agenda will be posted with the Town Clerk's office in accordance with the Massachusetts Open Meeting Law. Agendas must be posted a minimum 48 hours prior to the scheduled meeting excluding weekends and holidays. The Chairperson shall confirm the scheduling of conference rooms for all meetings and events. All agenda items, formal discussions and deliberations will be facilitated by the Chairperson.
- **Vice-Chair:** The Vice-Chair shall facilitate meeting discussions when the Chairperson is absent. This officer shall also draft and distribute meeting agendas when the Chairperson is unable to do so.
- **Secretary:** The Secretary shall record minutes at the meetings, record attendance, motions and votes of the CPAC. The Secretary shall submit the draft minutes to the Chairperson for review of accuracy and will revise the minutes for a vote of approval at the next CPAC meeting. The Secretary shall distribute a draft of the previous meeting's minutes prior to each subsequent meeting so minutes may be review and approved by the CPAC. In accordance with the Massachusetts Public Information Laws, all final voted meeting minutes shall be

transferred to the Town liaison for public records archives and posting on the Town's website.

The Secretary position shall rotate on a meeting-by-meeting basis among the members of the CPAC. Members will take turns assuming this role, either by volunteering or by assignment. If any one member of the CPAC volunteers to accept this role exclusively, the Secretary may be elected by a vote of the CPAC.

All officers shall be responsible for following the Open Meeting Law of Massachusetts in conducting the committee's business.

#### **Article 5: Quorum**

- Half or more of the members of the CPAC are required for a meeting quorum.
- Actions of the CPAC shall require a majority vote by the CPAC.
- Changes to these Rules of Governance shall require a two-thirds (2/3) vote by the CPAC.

#### **Article 6: Meetings**

The CPAC shall hold regular meetings on at least a monthly basis. Meeting notices will be posted in advance, and the agenda for *all* meetings and public hearings will be distributed in advance.

#### **Article 7: Subcommittees**

The CPAC shall appoint subcommittees of its members in order to study specific topics in more depth. The subcommittee shall be responsible for following the Open Meeting Law of Massachusetts in conducting the subcommittee's business. The subcommittees must report back to the CPAC with written results of their findings. All recommendations and findings shall be submitted to the CPAC in written form. Any recommendations requiring CPAC action must be voted by the full committee.