

**Town of Becket**

**Bylaw Review Committee**

**Section 1. Membership.**

**There shall be a Bylaw Review Committee consisting of three members, all of whom shall be registered voters of the Town of Becket, appointed by the Board of Selectmen. The Town Clerk and Moderator shall be ex officio, non-voting members of the committee..**

**Section 2. Terms.**

**The terms of each appointment, after the initial terms shall be for three (3) years each or until their successor has been appointed and qualified and shall be so arranged that as nearly an equal a number of terms as is possible shall expire each year. The initial appointments shall be of one, two and three years. Appointments shall be for three years and shall begin on the first business day in July (except for the initial terms which shall begin at their first meeting following the annual town election and run until June 30<sup>th</sup> of the following appropriate years). If a vacancy occurs, the Board of Selectmen shall appoint a new member who shall serve for the balance of the term of the member replaced. Members may be eligible for reappointment.**

**Section 3. Powers and Duties.**

- A. The Committee shall review the Town's General Bylaws on a regular basis to ensure their consistency with any applicable law and the Town Charter.**
- B. The Committee may propose to the Selectmen for inclusion in the warrant for the next Annual or Special Town Meeting any amendments or additions to the General Bylaws that the Committee determines should be made so as to resolve inconsistencies within the Bylaws or with applicable law or the Town Charter.**
- C. The Committee shall assist any Town board, officer, administrator, or member of the public, if requested, in drafting amendments or additions to the General Bylaws that will be proposed for inclusion in a Town Meeting warrant.**
- D. Whenever practicable, the Selectmen shall submit to the Committee all proposed amendments or additions to the General Bylaws prior to their inclusion in the warrant for any Town Meeting. The Committee shall meet and review all such proposed amendments and additions and shall report to the Selectmen its recommendations as to their form and consistency with existing provisions of the General Bylaws and the Town Charter and as to their placement in the General Bylaws.**

- E. The Committee chair or some members of the Committee designated by the Committee shall report to the Town Meeting its recommendation on any article in the Warrant that proposes an amendment or addition to the General Bylaws. The Moderator shall call upon the Committee for such report prior to the discussion or vote on such article.**
- F. The Committee shall assist in preparing from time to time the publication of the General Bylaws including all amendments and additions thereto.**
- G. The Bylaw Review Committee shall hold one or more public hearings which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the Town. The purpose of these hearings is to provide a forum for interested parties to engage in discussion and clarification of all proposed amendments or new additions to existing Bylaws. These hearings shall be held prior to Town Meeting in conjunction with a representative(s) of any group or individual planning to propose a new or amend an existing Bylaw and submit said proposed bylaw changes for inclusion in the Town Meeting Warrant.**
- H. On an annual basis, the Bylaw Review Committee will present a report of its actions in the Town Report.**

**Section 4. Meetings and Proceedings.**

The Committee shall meet on a regular basis, as established by it, but not less frequently than once a quarter. Special meetings may be called by the Board of Selectmen, Chairman of the Committee or majority vote of the Committee. Minutes shall be kept of all ~~public~~ meetings. The Committee may establish its own rules of procedure including those governing the conduct of its meetings.

**Section 5. Quorum Requirements.**

The Committee shall not meet or conduct business without the presence of a quorum. A majority of two voting members shall constitute a quorum. The Committee shall approve its actions by a majority vote of those members present and voting.

**Section 6. Election of Officers.**

The Committee shall annually, at its first meeting of each fiscal year, elect a chairman, vice-chairman and secretary for the ensuing year. Annually the Committee shall provide the Board of Selectmen with the names of the officers for the upcoming year.

**Section 7. Special Employees.**

Committee members shall be special municipal employees. ?

**Section 8. Failure to Observe Provisions.**

**Failure to observe any provision of this Bylaw shall not affect the validity of any change in the General Bylaws that has been duly adopted by vote of the Town Meeting.**