

## **Tassel Top Park Board By-laws**

### **Organization:**

Each year in October the Board will meet to organize, prepare the budget and analyze the operation of the previous year. The Board will elect a Chairperson, Vice-Chairperson and Secretary. The Board is to be made up of 5 Raymond citizens not serving for the town in any other capacity.

### **Responsibilities:**

1. The Board will meet monthly unless agreed by the Board not to meet.
2. Prior to each meeting an agenda will be prepared by the Chair. Provision for input from Board members will be made by the Chair.
3. Five days prior to the meeting an agenda will be distributed to Board members and the Town Manager and may be provided to the Board of Selectmen.
4. Minutes of each meeting and permanent records will be kept on file at the Town Offices by the Committee Secretary.
5. Minutes of each meeting will be provided to the Board of Selectmen, Committee members and Manager in a timely manner.
6. The agenda format will include:
  - Approval of Agenda
  - Approval of Minutes
  - Old Business
  - New Business
  - Next Meeting    Date\_\_\_\_\_    Time\_\_\_\_\_    Location\_\_\_\_\_
7. The minutes will include:
  - Names of those present
  - Record of actions taken, discussions and other actions of the committee
  - Adjournment
8. The Board will establish Policies and Rules and Regulations for the development and management and protection of Tassel Top Park. When necessary, the Board will ask endorsement of Policies and Rules and Regulations by the Board of Selectmen.
9. By-laws of the Committee will be maintained on file at the Town Offices as permanent records by the Committee Secretary and will be given to each member upon appointment. Dates and revisions will be maintained.

Adopted    January 1994  
Revised    October 1997  
Revised    March 2006  
Revised    May 2019