



# Meeting Member Roles and Responsibilities

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## Committee Composition

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The CPC will have 9 members: 4 at-large and 1 from each of: the Historical, Parks & Recreation, Conservation Commissions, Planning Board and Housing Authority

## Committee Officers

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### Chair

Responsible for ensuring rules are followed, the CPC meets CPA requirements, is a liaison to the executive and legislative branches of city government.

### Vice Chair

Responsible for supporting the Chair in their role. When chair is not present, will serve as chair.

### Clerk

Responsible for recording and publishing approved CPC meeting minutes.

### Financial Advisor

Responsible for maintaining financial records, preparing the budget, and reporting to MA CPA

## Workgroups

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Will be organized as specific needs arise. The purpose of working groups is to bring proposals or draft work back to the full CPC to review and/or vote on as final for use.

## Officers Terms

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Will be elected annually in July. No person shall serve more than five consecutive years in the same office. If an office becomes vacant, a temporary replacement will be appointed with a permanent replacement within 60 days.

## Terminations and Resignations

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### Meeting Attendance

1. Members are expected to attend regularly & notify the Chair of absences in advance.
2. 4+ missed: The Committee may vote to notify members that the Committee may request that their appointment to the Committee be revoked, and their position declared vacant. Continued absences may result in the Chair requesting the member's resignation.

### Voluntary Resignations

In addition to providing notice to the City Clerk under M.G.L. c. 41, s. 109, any member resigning from the Committee must notify the Chair (cc: Vice Chair) in writing. Copies will be sent to City Council.

<i>Date</i>	<i>Description</i>
8/30/2021	<i>Drafted by Rules Working Group</i>



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9/27/2021	<i>Approved and Accepted by a vote of the Framingham Community Preservation Committee</i>
2/1/22	<i>Reformatted</i>