

Guidelines of the Meadows Committee

1. Mission

The Washington Grove Conservation Park meadow is an ecological and recreational asset of the town that was preserved via a determined effort to retain an open vista consistent with the historical setting of the community. The Committee was tasked with reaching out to Montgomery Parks, most specifically to the Meadow Management & Restoration Program (MMRP), to establish a working relationship with that group. Consisting of volunteer members, the Committee liaises with the MMRP in support of the ecological health and general maintenance of the Conservation Park. The Committee also organizes volunteer activities in the park such as Weed Warrior events and planting events. The Committee provides recommendations to the Town Council Liaison regarding meadow restoration and maintenance. Secondly the Committee monitors the state of the Piedmont Crossing Local Park and provides a liaison between the Town and Montgomery Parks with respect to the ecology and maintenance of that property.

2. Committee Structure

The committee consists of the Chair, a Secretary, and regular members. The committee may decide to elect a Co-Chair or Vice Chair. The Chair may assume the role of Secretary if necessary. In accordance with Resolution 2024-02 the Chair(s)/Vice-Chair will be town residents.

- The Chair(s) are responsible for keeping a record of the committee membership and communicating it to the Town Clerk as needed, generating the agenda and the notice of the meeting, scheduling the meeting, running the meeting, assigning tasks to members, and drafting various communication materials including for the town newsletter, the website, town meeting presentations, etc. The Chair(s) are responsible for liaising with other town committees, with residents impacted by our work, and with public utilities who impact our work. The agenda will be posted at least a day prior to a scheduled meeting. The Chairs are free to delegate any of these tasks to other members.
- The Secretary is responsible for generating the meeting minutes and organizing and archiving various committee documents. Approved meeting minutes and other key documents will be posted on the committee's folder on the Town website.
- The Council Liaison is a voting member of the Committee (if they wish to be) and provides a communication channel between the committee and Town Council. The Council liaison

follows provisions determined by the Town Council for budget preparation and expenditures. As a member of the Town Council, the liaison cannot be committee chair.

3. Membership

The committee welcomes new members, both residents and non-residents, while wishing to ensure that its members are truly interested in its goals.

One can become a member of the committee upon attending 2 out of 4 consecutive meetings and expressing desire to do so. At that time, a current committee member will offer to further explain the functions of the committee, discuss past actions and plans of the committee, and tour the meadow with the new member. In turn, the new member should have the opportunity to express particular interest and expertise in any of the functions of the committee.

Membership will lapse for any member who misses 3 consecutive meetings. Reinstatement will occur upon attending 2 out of 4 consecutive meetings.

4. Meetings

The committee meets monthly. Additional meetings may be added or subtracted upon agreement of the committee. Meetings may be held as virtual meetings accessible to the public.

The Committee Chair and Secretary are elected annually at the first meeting of the year by the majority of those present. At the final meeting of the calendar year, the committee will discuss expenditures to date and projected expenses for the remainder of the fiscal year.

A quorum (> 50% of committee members) is not required to hold a meeting, but is required to pass a motion. Committee decisions are made first by pursuing a consensus among the committee members. If a consensus is not reached, and a quorum is present, then an open vote is required to approve an introduced and seconded motion. A majority vote of those attending the meeting is necessary to pass a motion. Voting at a virtual meeting is allowed. A record of all votes will be recorded in the minutes. In accordance with Resolution 2024-02, voting is restricted to members who are Town residents.

5. Conduct of the Committee Members

Committee members are expected to be respectful and courteous to each other and to allow each participant a fair opportunity to contribute. While participating in Washington Grove committee activities, all participants shall act in accordance with all applicable laws, the Washington Grove Town Charter, and the Washington Grove Code of Ordinances.

6. Modifications to Bylaws

These guidelines can be amended by majority vote of the committee members present at a meeting in which there is quorum.