

MEMORANDUM OF AGREEMENT
by and among the communities of
ACTON, BOXBOROUGH, CARLISLE, CONCORD, HUDSON,
LITTLETON, MARLBOROUGH, MAYNARD, STOW, AND SUDBURY
and the
METROPOLITAN AREA PLANNING COUNCIL

This memorandum is agreed to by and among the ten communities named above, and the Metropolitan Area Planning Council, (MAPC), for the purpose of establishing an intercommunity growth management committee.

This committee is being established because the communities, together with MAPC:

- Perceive the need for, and support the concept of, cooperative planning in order to meet the needs of their citizens;
- Wish to retain the characteristics and physical attributes which distinguish their region as an attractive and desirable place to live and work;
- Believe that a mechanism for maintaining communication, cooperation and implementation of goals is necessary;

and because the region is increasingly affected by the impacts of growth as evidenced by increases in traffic volumes, water consumption and generation of solid waste and wastewater.

The ten communities and MAPC, therefore, agree as follows:

SECTION I. CREATION OF ADVISORY COMMITTEE ON GROWTH MANAGEMENT

The ten communities and MAPC shall form a permanent committee (the Committee) to be known as the Minuteman Advisory Group on Interlocal Coordination (MAGIC) consisting of two members from each community and the Executive Director of MAPC or a designee.

One committee member shall be a member of the Board of Selectmen in the case of a town or the City Council in the case of a city or a member of the Planning Board. One Committee member from each community shall be designated by that community's Chief Elected Officer to be its regular participant in the meetings and activities of the Committee thereby providing continuity for both the community and the Committee.

Each community and the MAPC shall have one vote.

be sent to the members with the notice of the annual meeting. Nominations from the floor with the assent of the nominee will be accepted.

MINUTEMAN ADVISORY GROUP FOR INTERLOCAL COORDINATION COMMITTEE BYLAWS

Section 4 Vacancy - In the event of inability of any officer to serve, the next ranking officer shall perform all duties of that office until such time as the Committee shall elect one of its members to fill the vacancy.

Section 5 Executive Committee - An Executive Committee comprised of the three officers shall provide guidance to staff in the interim period between meetings.

ARTICLE V

MEETINGS

Section 1 There shall be at least ten meetings of the Committee each year. The Committee shall meet on the second Thursday of the month, whenever possible. The location of the monthly meetings shall rotate among member communities on an alphabetical basis, unless otherwise determined. Meetings shall be conducted in accordance with Roberts Rules of Order.

Section 2 Annual Meeting - The Annual Meeting shall be held in May to:

- a. Elect officers;
- b. Adopt a working program for the ensuing year; and
- c. Transact such other business as may properly come before it.

Section 3 Quorum - A quorum shall consist of one-third (1/3) of the communities; any decision must be voted by not less than a majority of those voting committee members present, except as noted in Section 1 and 2 of the Memorandum of Agreement. Metropolitan Area Planning Council (MAPC) is not considered a community for the purposes of quorum counts and shall have one vote when voting.

ARTICLE VI

COMMITTEES

The Chairperson shall appoint all subcommittees and task forces which the Committee may from time to time deem necessary and shall serve as an ex-officio member. Subcommittees and task forces can be any number of members and shall consist of representatives from at least two different communities, and may include individuals not part of the Committee.

**MINUTEMAN ADVISORY GROUP FOR INTERLOCAL COORDINATION
COMMITTEE BYLAWS**

ARTICLE VII

AMENDING BYLAWS

Section 1 Amendment to these bylaws must be proposed by a member before a regularly scheduled Committee meeting. Amendments become effective upon approval at a subsequent regularly scheduled meeting.

Section 2 Amendments to these bylaws will require the assent of at least a two thirds (2/3) vote of all the MAGIC communities.

ARTICLE VIII

BYLAWS EFFECTIVE

These bylaws shall become effective immediately upon their acceptance as described in Article VII Section 2 above.