

By-Laws of the Town Meeting of Ardencroft

as amended and finally approved on March 15, 1962. Becoming effective on that date.

We, the leaseholders and directors of Ardencroft, organized under the name of “Ardencroft Town Meeting” adopt for the administration of the affairs of Ardencroft the following By-Laws in conformity with the Charter of the Ardencroft Association and effective upon the approval thereof by a majority of the voting leaseholders of Ardencroft at a meeting called for the purpose September 24, 1950. Revised and amended at the regular meeting of the Town Meeting February 14, 1951, and November 20, 1958, and further revised, amended and approved at the regular meeting of the Town Meeting of March 15, 1962.

Article I - Suffrage

Section 1

A voter shall be deemed to be any person over eighteen years of age who maintains a residence consecutively for a period of six months in Ardencroft, or a leaseholder, or a Director in Ardencroft; one vote to each voter, regardless of the number of lots he or she may hold.

Section 2

- a. A referendum vote shall consist of a vote or election by secret ballot under the supervision and direction of the Registration Committee, which shall have the power to make rules governing such referendum voting.
- b. All issues submitted to a referendum vote shall be determined by a majority of those voting unless otherwise provided for in these By-Laws.
- c. The following shall be subject to referendum vote:
 - i. Election of the Board of Assessors.
 - ii. Approval of the Annual Budget.
 - iii. ALL other matters which the Town meeting by a majority vote may request.

Section 3

Any registered voter shall always have access to the Registration Committee’s list of voters.

Section 4

The Registration Committee shall make no changes in the voting list after a referendum vote has been called for until said vote has been taken.

Article II - Meetings

Section 1

The regular meeting so the Town Meeting shall be held on the third Thursday of alternate months, beginning in January. Said meetings to be held at 8:00 P.M. at a designated place of which due notice has been given.

Section 2

Special meetings of the Town Meeting shall be called by the Meeting's Secretary upon request in writing signed by at least 10 voters, stating the specific purpose for which the meeting is to be called. Any regular Town Meeting may call a special meeting by a majority vote.

Section 3

Notice of a special meeting shall be given by mail by the Meeting Secretary to all registered voters at least five days prior to such meetings, stating the time, place, and specific object.

Section 4

Those voters present when a duly advertised meeting is held will constitute a quorum.

Section 5

Rules of Order. All meetings shall be governed by Roberts Rules of Parliamentary Practice.

Order of Business

1. Appeals on or revisions of Voting List of Residents and Leaseholders.
2. Reading of the Minutes.
3. Reading of Communications.
4. Reading of Directors.
5. Report of Standing Committees.
6. Report of Special Committees.
7. Unfinished Business and Elections.
8. Good and Welfare of Ardencroft.
9. Adjournment.

Article III - Officers

Section 1

The officers of the Ardencroft Town Meeting shall consist of a Chairman, a Vice-Chairman and a Town Meeting Secretary. These officers to be elected at the regular March meeting, and they shall serve for a term of one year, beginning March 26.

Section 2

The Town Meeting Chairman shall preside at all Town Meetings, and at all meetings of the Coordinating Committee.

In the absence of the Chairman, or his inability to serve, the Vice-Chairman will execute the duties of the office of Chairman until such time as the Chairman is able to resume the duties of his office, or until a successor is elected. If the Charmain is unable to serve his complete term of office, teh Vice-Chairman will fill the office of Chairman.

At any Town Meeting where neither the Chairman or Vice-Chairman are present, a temporary Chairman, for that meeting only, shall be elected by a majority vote of the qualified voters present.

Section 3

The Meeting Secretary shall conduct all the general correspondence of the Town Meeting and have charge of the same. The Secretary shall keep minutes of all meetings and submit them for approval or correction at the next meeting. The Secretary shall also serve as a member of and as secretary to the Registration Committee and act as a secretary for the Civic Committee and the COordinating Committee. Upon election of a successor, the Secretary shall turn over to the new secretary all the records and effects of the Town Meeting in his possession. The Secretary shall send out notices of all Town Meetings.

Article IV - Committees

Section 1

The Standing Committees of the Town Meeting shall consist of the Civic Committee, Committee of Assessments, Budget Committee, Community Planning Committee, Registration Committee, Audit Committee, Finance Committee, and Coordinating Committee. All actions of committees shall be by majority vote and each committee shall select its own Chairman, with the exception of the Coordinating Committee, whose Chairman is the Town Meeting Chairman. All Committees are required to report on their activities at all Town Meetings.

Section 2

- a. The Civic Committee shall consist of five voters of Ardencroft, elected by majority of those voting at the regular March meeting. The term shall be two years, three members to be elected on odd number years, and two on even numbered years.
- b. It shall be the duty of the Civic Committee to exercise general supervision over communal rights, property, repairs, construction, and expenditures concerning same; it shall approve all bills for monies so expended, such funds not exceeding the limitations of the authorized budget.

Section 3

- a. The Committee of Assessments shall consist of five voters who shall be nominated at the January meeting and elected by the Hare System of Proportional Representation at a time designated by the Registration Committee. They shall serve for a term of one year.
- b. It shall be the duty of the Committee on Assessments to make annual recommendations as to the rental value of the lands in Ardencroft and to report the same to the Directors and to the regular November Town Meeting with all substantive data on which their recommendations are based. Two public hearings shall be held before such recommendations are submitted, and due notice of such meetings shall be posted at least five days before such meetings.

Section 4

- a. The Budget Committee shall consist of five voters elected by a majority of those voting at the regular March meeting. The term shall be two years, three members to be elected on odd number years and two on even numbered years.
- b. It shall be the duty of the Budget Committee to prepare a budget, for each fiscal year beginning March 25 and present its report in mimeograph form, at the regular November meeting, including, for comparison, the actual expenditures for the previously completed year, and the adopted Budget for the current year. Upon approval by a majority of those voting, the report will immediately be submitted, with changes, if any, for approval by means of a referendum vote as provided for in Article I, Section 2 hereof.

Section 5

- a. The Community Planning Committee shall consist of five voters elected by a majority of those voting at the regular March meeting. The term shall be two years, three members to be elected on odd number years and two on even numbered years.
- b. It shall be the duty of the Community Planning Committee to plan the physical and cultural future of the Community, and to advise the Town Meeting and Directors on all matters relating to the betterment and development of Ardencroft.

Section 6

- a. The Registration Committee shall consist of five voters elected by a majority of those voting at the regular March meeting. The term shall be two years, three members to be elected on odd number years and two on even numbered years.
- b. It shall be the duty of the Registration Committee to register as voters all qualified persons as defined in Article I, Section 1, of these By-Laws, and in furtherance of such duty, it shall keep a complete up-to-date record of all the voters of Ardencroft, including the date of the establishment of residence, and shall strike from the Registration List the names of such persons who have ceased to qualify as voters.
- c. The registration Committee shall have complete supervision of all referendum voting and shall certify in writing the results of such elections or referendum voting to the Town Meeting and Directors.

Section 7

An Audit Committee consisting of three registered voters shall be elected at the March meeting, by a majority of those voting, and who shall serve for one year. It shall be the duty of this committee to examine the accounts of the Ardencroft Corporation and submit a report to the May meeting. Registered voters may examine the Corporation account on request.

Section 8

- a. The Finance Committee shall consist of five voters of Ardencroft elected by majority of those voting at the regular March meeting. The term shall be for two years, three members to be elected on odd numbered years, and two on even numbered years.

- b. The function of the Finance Committee is to co-operate with the Corporation Clerk, in the collection of rent, especially delinquent rents.

Section 9

- a. The Coordinating Committee shall consist of the Chairmen of all Standing Committees, the Directors, and the Town Meeting Chairman , who shall serve as Chairman of the Coordinating Committee. The Town Meeting Secretary shall serve as Secretary of the Committee.
- b. It shall be the duty of the Coordinating Committee to be advisory in character and to meet prior to each Town meeting to correlate and review the committee activities of the town.

Section 10

- a. Nominations for the Civic, Budget, Community Planning, Finance, Registration, and Audit Committees shall be presented by the Coordinating Committee at the January Town Meeting. The Coordinating Committee shall be required to submit more nominees than are to be elected to each committee.

Additional nominations may also be made on or before the date of the election by petitions, presented to the Registration Committee, containing signatures of five registered voters of Ardencroft

- b. Special Committees may be appointed by the Chairman of the Town Meeting, unless otherwise directed by the meeting.
- c. When a vacancy occurs in any Standing or Special Committee for whatever cause, such vacancy shall be filled at the next regular Town Meeting, by a majority vote of those voting. Committeemen so elected shall serve for the balance of the unexpired term.

Section 11

To implement these revised By-Laws, all standing committees shall be elected at the regular May 1962 Ardencroft Town Meeting. The two members receiving the highest number of votes shall serve until their successors are elected at the March 1964 Town Meeting. The other three candidates elected shall serve until their successors are elected at the March Town Meeting in 1963.

The members of the Audit Committee to be elected in May of 1962 shall serve until its successors are elected at the Town Meeting in March 1963.

The Town Meeting Chairman and Town Meeting Secretary elected at the May 1962 Meeting shall serve until their successors are elected at the March 1963 Town Meeting.

Article V - Amendments

These By-Laws may be amended by a majority vote of the registered voters present at any two consecutive Town Meetings, provided one of said meetings is a regular meeting as set forth in

these By-Laws, and further provided that a written notice of proposed changes shall have been incorporated into the notice of said meeting.