

TOWN OF MARION

175th ANNIVERSARY COMMITTEE CHARTER



Approved by the Marion Select Board – October 28, 2025

I. Establishment

The Marion Select Board hereby establishes the 175th Anniversary Committee (“the Committee”) to plan, coordinate, and implement community-wide events and initiatives in celebration of the Town of Marion’s 175th anniversary in 2027.

II. Purpose

- Celebrate and honor Marion’s rich history, culture, and community spirit.
- Design and oversee a yearlong program of events and activities that are inclusive, educational, and festive.
- Engage residents, businesses, civic organizations, schools, and regional partners in supporting and participating in the celebration.
- Promote Marion locally and regionally as a destination for heritage, maritime, and cultural activities.
- Leave a legacy of community pride and historical preservation beyond the anniversary year.

III. Authority

The Committee operates under the authority of the Select Board and in accordance with Massachusetts General Laws and the Town of Marion’s policies and procedures. The Committee is advisory to the Select Board and shall make recommendations for approval regarding program elements, funding and contracts.

IV. Membership

1. The Committee shall consist of seven voting members, appointed by the Select Board.
2. Members shall serve until completion of the 175th anniversary celebrations, unless otherwise determined by the Select Board.
3. Membership should reflect diverse representation from Marion’s civic, cultural, educational, historical, business, and resident communities.
4. The Committee shall elect a Chair, Vice Chair, and Clerk annually from among its members.

V. Roles & Responsibilities

- Develop a strategic plan of celebratory events, programs, and projects.
- Establish working subcommittees (e.g., History & Heritage, Parade & Events, Fundraising & Sponsorship, Marketing & Communications, etc.).
- Coordinate with Town departments (Public Works, Police, Fire, etc.) on logistics and permitting.
- Seek grant opportunities, sponsorships, and donations to supplement Town appropriations.
- Maintain accurate records of proceedings, expenditures, and contributions.
- Report progress to the Select Board at least quarterly, or as requested.

VI. Meetings

- The Committee shall meet regularly, at least once monthly, during the planning period, and more frequently as events dictate.
- A majority of members (4) shall constitute a quorum.

VII. Open Meeting Law Compliance

The Committee shall conduct its meetings in full compliance with the Massachusetts Open Meeting Law (M.G.L. c. 30A, §§ 18-25). All meetings of the Committee, including subcommittees, shall be:

- Open to the public, except as otherwise permitted under the law for executive sessions;
- Posted in advance with notice including date, time, and location, as required by law;
- Documented with minutes that accurately reflect the discussions and decisions made, and made available to the public in a timely manner;
- Conducted with transparency, ensuring that deliberations and decisions are made in a manner accessible to the public.
- Committee members shall receive training on the Open Meeting Law and are expected to uphold its principles in all official capacities.

VIII. Finance

- The Committee may request appropriations through Town Meeting, subject to approval by the Select Board and Finance Committee.
- The Committee may accept donations and sponsorships consistent with MGL c.44, §53A, and ensure proper deposit and accounting through the Town Treasurer.
- All expenditures shall comply with MGL c.30B (procurement law) and Town financial policies.

IX. Duration

The Committee shall continue its work through completion of the 175th anniversary celebrations and the filing of a final report with the Select Board, at which time it shall be dissolved unless otherwise extended by vote of the Select Board.