

Town of Bowdoinham
Committee on Age Friendly Bowdoinham

BYLAWS

Adopted November 13, 2012

Amended January 14, 2014

Amended January 13, 2015

Amended July 11, 2017

Amended June 12, 2018

Amended April 22, 2025

Amended XXXXX, 2026

I. Purpose

The mission of the Advisory Committee on Age Friendly Bowdoinham is to promote opportunities for health, engagement, and safety while removing barriers that prevent people of all ages and physical abilities from living in Bowdoinham as they age.

II. Appointments

Appointments to the Committee on Age Friendly Bowdoinham shall be made by municipal officers.

The Committee on Age Friendly Bowdoinham shall consist of 7 to 11 members.

The term of each member shall be three years. All newly designated committee members are to be sworn in by the Town Clerk.

A vote of a quorum may result in a request to the municipal officers to declare permanent vacancy due to the unexcused absence of a member from three regular meetings of the Committee on Age Friendly Bowdoinham in a 12-month period.

III. Qualifications

Each member of the Committee on Age Friendly Bowdoinham shall be a legal adult resident of the Town of Bowdoinham.

IV. Compensation

There shall be no compensation to members of the Committee on Age Friendly Bowdoinham

V. Duties and Responsibilities

The Committee on Age Friendly Bowdoinham shall have the following responsibilities:

1. Assess the unmet needs of older adults and those living with disabilities and the barriers they face in enriching their health, wellbeing and safety as they age.

2. Identify goals, objectives and strategies to address identified needs and barriers in partnership with the Town, residents and program providers,
3. Seek out funds and resources to improve availability and access to essential services and programs that promote wellbeing and safety.
4. Evaluate the effectiveness of projects and programs in meeting their desired outcomes and work collaboratively to improve performance.
5. Sustain close working relationships with the Town, residents, area providers and resources at the local, regional and state levels to maximize the efficiency and effectiveness of strategies to meet the Committee's defined goals.

VI. Organization

Officers

The Committee on Age Friendly Bowdoinham shall elect a chair, vice chair and secretary annually for a one-year term.

The chair shall call the meetings to order and conduct all business. If both the chair and vice chair are absent, the members present shall choose a chair for that meeting by majority vote.

The vice chair shall assume authority and duties in the absence of the Chair, assist in developing meeting agendas and materials, and take on other duties as required.

The secretary shall take the minutes at each meeting. If the secretary is not present or elected, then an individual shall be appointed at each meeting to record meeting minutes.

Meetings

The chair shall call at least one regular meeting each month unless there are no agenda items for a given regular meeting. The Committee may establish a different regular meeting day and/or different regular start time by majority vote of its members. The chair may call special meetings when necessary.

Notice of regular, special and rescheduled meetings shall be posted as required by law.

Conflicts of Interest

Any member who has a direct or indirect pecuniary interest or who for other reasons has a bias in any question on which he or she must decide must make full disclosure of that interest or bias on the record and must abstain from voting or attempting to influence a decision in his or her capacity as a member. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged. Such a member may participate as a member of the public.

Quorum

No meeting shall be held without a quorum consisting of a simple majority of the current membership. In the event that a quorum is not present, the Committee may:

1. Reschedule the meeting to another date and adjourn the meeting; or
2. Continue the meeting with the understanding that no official votes will be taken.

VII. Authority

The Committee on Age Friendly Bowdoinham recognizes that its purpose is to advise municipal officers, the Town Manager, and residents on matters pertaining to older adults and those living with disabilities. Parties will be informed of Committee activities on a regular basis through reports made by Bowdoinham’s Older Adults Services Coordinator to the Town Manager and Select Board. Any proposal for a project that involves the expenditure of Town funds or use of its resources or that may affect Town policies or program or that will be funded through grant awards to the Town must be submitted to municipal officers in advance of an expenditure, start date, or grant proposal submittal for their review and approval.

VIII. Amendments

Amendments must be approved by a majority vote of the committee and the Select Board.

IX. Severability

The invalidity of any section or provision of these Bylaws shall not be held to invalidate any other section or provision of these Bylaws.

Adopted this _____ day of _____, 2026

Bowdoinham Select Board

Joanne Joy, Chair

Shelley Hooper

Mark Favreau, Vice-Chair

Allen Acker

Jason Hodde