

TOWN OF MARION

FIREWORKS COMMITTEE CHARTER



Approved by the Marion Select Board – October 28, 2025

I. Name

The name of this organization shall be the Marion Fireworks Committee (hereinafter referred to as "the Committee").

II. Purpose

The purpose of the Committee is to plan, coordinate, and execute an annual or bi-annual public fireworks display and related community events in celebration of Independence Day or other approved occasions. The Committee shall promote community spirit, safety, and civic pride through its activities.

III. Authority

The Committee is established by and operates under the authority of the Select Board of Marion, and shall act in accordance with all applicable local, state, and federal laws and regulations.

IV. Membership

1. Composition: The Committee shall consist of no fewer than seven (7), all of whom shall be residents of Marion.
2. Appointment: Members shall be appointed by the Select Board for a term of one year.
3. Officers: The Committee shall elect from its members a Chair, Vice Chair, Treasurer, and Secretary annually.
4. Vacancies: Vacancies shall be filled by appointment for the remainder of the unexpired term.

V. Roles & Responsibilities

The Committee shall:

1. Plan and coordinate the annual fireworks display and any associated events.
2. Secure necessary permits, insurance, and vendor contracts in conjunction with Town Administrator.
3. Coordinate with Town departments (Public Works, Police, Fire, etc.) on logistics and permitting.
4. Conduct fundraising activities to fully finance the event.
5. Maintain accurate records of all financial transactions and fundraising efforts.

VI. Meetings

1. Regular Meetings: The Committee shall meet regularly, at least once monthly during the planning period, and more frequently as event approaches.
2. Quorum: A majority of the current members (4) shall constitute a quorum.
3. Voting: All decisions shall be made by a majority vote of the members present, provided a quorum is met.
4. Public Access: All meetings shall be open to the public and conducted in accordance with the Open Meeting Law.

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

1. Source of Funds: The Committee shall be funded exclusively through fundraising efforts, including but not limited to donations, sponsorships, and community events.
2. No Public Funds: The Committee shall not receive or request funding from the municipal budget or any public funds.
3. Financial Oversight: The Treasurer shall maintain detailed financial records and provide regular reports to the Committee and an annual financial summary to the Finance Director.