

Approved November 8, 1982  
Amended July 19, 1999  
Amended December 19, 2022  
Amended May 12, 2025

## **Public Ceremonies and Celebrations Committee Charge**

### 1. Membership

The Public Ceremonies and Celebrations Committee shall have seven (7) regular voting members appointed by the Select Board for staggered three (3)-year terms as determined by the Select Board upon appointment.

The membership of the Committee may be increased with up to five (5) non-voting Associate Members appointed by the Select Board at the request of the Committee for the purpose of assisting the Committee in the planning and implementation of such special events for which they may have been appointed. Associate Members may be either former Committee members or residents at large, and, unless otherwise specified in connection with their appointment, their term shall expire sixty (60) days following the conclusion of the event or completion of the duties for which they have been appointed.

### 2. Duties and Responsibilities

- a. Annual Events: Have complete charge, with the approval of the Select Board, to organize and direct the public ceremonies held in the Town or in which the Town participates including those in observance of Concord's Honored Citizen Day, Meriam's Corner Exercises, Patriots' Day, Dawn Salute, Memorial Day, Veteran's Day. Will assist Concord Recreation with the Parade in connection with the December Tree Lighting Ceremony.
- b. Special Events: with reference to other Town-sponsored ceremonies and celebrations of major importance as designated by the Select Board, the Board, after consulting with the Committee, shall determine the need for appointing an ad hoc committee to plan and direct the particular event and determine the composition of such committee; and where appropriate, one or more members of the Committee shall be chosen to serve on the ad hoc committee. If action of the Town Meeting is deemed necessary, the conduct of such special events shall be in accordance with the Town Meeting Vote.
- c. Other Events: All groups, organizations or individuals seeking to hold celebrations involving Town property shall seek approval of the Select Board through the Town Manager's office. Whenever approval is granted, communication of the plans for each celebration shall be forwarded in writing to the Committee; in addition, a spokesperson for the sponsoring group will be welcomed at a Committee meeting if scheduled in advance with the Chair. Such communications are for informational purposes only unless some other course of action is requested by the Select Board.
- d. The Committee shall be responsible for coordination, through the office of the Town Manager, with the Police and Fire Departments and other appropriate departments and agencies of the Town in the preparation and carrying out of annual or public

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- celebrations and ceremonies, including cooperation with the Police Department in preparing and updating a police procedural manual for annual public events. Similar coordination when required with other towns will be made directly by the Committee.
- e. The Committee shall encourage and promote the active participation of civic, religious, and military organizations and interested citizens in public events.
  - f. The Committee shall arrange for appropriate publicity for all events in the Town for which the Committee has responsibility.
  - g. The Committee shall be familiar with and take advantage of any private or public donations available for the Town's public ceremonies and celebrations.
  - h. The Committee shall develop the annual budget and submit it to the Town Manager.
  - i. The Committee shall review all warrants for payment before referral to the Assistant Town Manager.

3. Other Considerations

The Public Ceremonies and Celebrations Committee is responsible for conducting its activities in a manner which is in compliance with the provisions of the Open Meeting Law, the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant Bylaws and Administrative Policies of the Town.