Revised 11/10/2026.

BLUFF CITY FAMILY COMMITTEE BYLAWS

I. **Name**:

Bluff City Family Committee

Mission:

The Bluff City Family Committee was formed to build relations within the community of the Town of Bluff City. This committee will not be a forum for discussion of the Town's official BMA business. Any issues or concerns pertaining to official Town business should be addressed during the monthly scheduled BMA meetings during the Citizen's Comment portion of the meeting.

This committee is designed for citizens to come together to brainstorm, discuss, and implement ideas to better our community support. All citizens and their ideas are welcome and with a group effort, we can accomplish some of those ideas.

II. **Purpose**:

- To help our community grow to be a happier and safer place.
- To provide activities to bring our community together in fellowship.
- To help improve the growth of the Bluff City area in the present, as well as for the future.
- To bring the town family together as neighbors.
- To beautify our town.
- To provide an avenue for all area town citizens to share ideas.

III. Membership Distribution List:

The Chair and Secretary will hold the contact distribution list for all committee communications, to provide privacy of the members. To protect that privacy, all members will be notified by the chair or secretary before giving out contact information.

IV. Selection of Members

Members of the Bluff City Family Committee consist of any area citizen who wishes to participate in the purpose of benefiting the town family.

A. Membership requirements consist of being present at the monthly scheduled meetings as well as any special called meetings to obtain any board discussion.
B. Planned events/activities will be announced on our Facebook Page and Website
C. If an individual desires membership, they must uphold the Committee standards, mission, and purpose statements.

Officers were elected as follows:

Chair: Sarah Malone

Vice-Chair: Lori Staton

Secretary: Trinity Malone (Interim)

Treasurer: René Briere

Young Adult Advisor: Trinity Malone

Social media Manager: Sarah Malone

Website Manager: Trinity Malone

Farmers Market Coordinator: Jolie Stigall

- Officers will be elected/appointed on a yearly basis, unless otherwise indicated by necessity. The yearly election is the first meeting in September.
- The following positions will be elected on and delegated to board members, by board members, as needed: Social Media Manager, Website Manager, Farmers Market Coordinator.

V. Officers Duties:

A. The Chair shall:

1. Call regular and special called meetings

2. Approve agenda and distribute to Committee Board

4. Preside over meetings

5. Provide reports if needed/report to the Town BMA at their regularly scheduled meetings for updates, if applicable.

6. Attend any meetings that would benefit the Family Committee when possible.

7. Verify the committee's web postings/social media are accurate and up to date.

8. Report upcoming open positions on the committee.

9. Hold elections for the committee officers, once per year.

10. Help oversee events and activities and will help keep Social Media Accounts updated as needed.

B. The Vice-Chair shall:

1. Preside over committee meetings in the absence of the Chair.

2. Help oversee events and activities

3. Stand as Vendor Contact

C. Social Media Manager shall:

1. The Social Media Manager will keep the social media account current with events/activities planned.
2. Will create flyers for all events and distributing them to social media account

D. The Secretary shall:

a. Take accurate minutes (including attendance records) of each Committee meeting.
b. Submit a draft of meeting minutes to the Committee Board no less than 5 days prior to the next meeting.

E. The Treasurer/Website Manager shall:

a. The Treasurer will keep account of all monetary aspects of the Committee and report to the Committee Members at each meeting.
b. The Website Manager will update/monitor Website for the Committee.
c. They will oversee all applications, payments, and refunds.
d. The website manager will need to give payment information for farmers market vendors to the Farmers Market Coordinator.

F. The Young Adult Advisor shall:

e. The Young Adult Advisor shall be the point of contact to our local schools.
    i. Will provide information to school contacts as needed.

G. The Farmers Market Coordinator shall:

a. The Farmers Market Coordinator will be in charge of gathering and approving vendors for every Farmers market day.

VI. Meetings:

A. The Bluff City Family Committee will meet the Second and Fourth Tuesday of every month at 6 p.m. at the Bluff City Impact Community Center, unless otherwise directed.

B. Special meetings will be held when it is necessary, with an advance notice to members within 5 days.

C. The Committee quorum will consist of at least 3 members present, otherwise meeting shall be rescheduled.

VII. Voting:

A. All members are qualified to vote, except the Chair of the Committee, who will be available for a tie-breaking necessity.

B. Voting on any issue will need a motion and second before voting begins, and a majority to approve.