

Article I – Name, Purpose, and Structure

Section 1: Name of Organization

- A. The name of this organization is the Don Turner Jr. Award Committee

Section 2: Purpose

- A. The Town of Milton's Don Turner, Jr. Award (formerly known as the Milton Community Champion Award) honors community members who, through their volunteer efforts, have significantly enhanced our community with their commitment, leadership, and service to others.

Section 3: Structure and Membership

- A. This committee will consist of five appointed members, two members for 3 year terms and three members for alternate 3 year terms to ensure consistency. Members are appointed by the Milton Selectboard following an application review. Committee members will follow Section 26 of the Town of Milton's Administrative Code. Terms expire on August 31st.
- B. **Duties:** The officers of the committee will be the Chairperson and the Secretary, elected annually by the committee at the reorganization meeting following term expirations. These officers shall be elected by a majority vote of committee members and serve one year until the next annual appointments.
 - a. The **Chairperson** shall preside at all meetings of the committee, authorize calls for any Special Meetings, execute all documents authorized by the committee; set the tone of the meeting; make sure that discussions remain civil and free from personal attacks; be impartial and fair to others opinions; design and follow the agenda; disseminate agendas to trustees, the Milton Town Clerk's Office and generally perform all duties associated with that office.
 - b. The **Secretary** shall keep a true and accurate record of all meetings of the Board, provide draft and approved minutes to the members of the Board and the Town Clerk's Office within 5 business days of the committee's meeting, and shall post the agenda in the two designated public places.

C. Meetings

- a. The regular meeting shall be held each month, the date and hour to be set by the Board.

Meetings will be in person with an option for Trustees and members of the public to attend electronically. Meetings are recorded and all parties who participate make their name known for documentation purposes.

The rules contained in Robert's Rules of Order, latest revised edition, shall govern the procedure of the meetings, in all cases which are consistent with these bylaws and any statutes applicable to this Board.

- b. All Board meetings and all committee meetings shall be held in compliance with Vermont's open meeting law (Title 1, Chapter 5 of the Vermont Statutes).

D. Agendas and notices

- a. Meeting agendas and notices shall indicate the time, date, an electronic link and the place of the meeting and indicate all subject matters intended for consideration at the meeting. Chair or secretary shall solicit items for the agenda and specify a certain date for them to be included.
 - b. **Agendas** shall be posted with the Town Clerk's Office, in the Municipal Building bulletin case, and in two other public places within the municipality, at least 48 hrs. before the meeting.
 - i. The agenda for regular committee meetings will be structured according to the following sequence, unless circumstances make an altered order more efficient:
 1. Call to order
 2. Public Forum
 3. Agenda Adjustments
 4. Approval of minutes of the previous regular meeting and any intervening special meetings
 5. New business for next Agenda
 6. Committee Comments
 7. Adjournment
 8. Revisions to the agenda will be made by affirmative action by the majority of the Board of Trustees.
- E. A simple majority of the existing committee shall constitute a quorum for the conducting of all business. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- F. Minutes of all public meetings shall be matters of public record and shall be available to any person upon request at the Town Clerk's Office within 5 business days of the meeting.
- G. Total meeting length shall be no longer than 2 hours. Anticipated Executive Session will be the last item of business prior to adjournment.
- H. **Confidentiality** - All members will keep the name and identifying information of award nominee's confidential until the release of the name of the winner. As such, the committee will develop a number system and remove identifying information when reviewing nomination forms for the public record.

Article II – Eligibility

Section 1: Nominee Eligibility

- A. Nominees must be:
 - a. Residents of the town, or
 - b. Individuals/groups who have made a demonstrable impact within the town based on the following selection criteria:
 - i. Dedicates a significant amount of volunteer time to projects/programs
 - ii. Makes a significant contribution to a project, program, or ongoing activity that enhances the community
 - iii. Demonstrates a passion and commitment to creating a healthy and vibrant community
 - iv. Provides leadership and/or opportunities for collaboration
 - v. Serves as a role model
 - vi. Exemplifies the spirit of a good citizen or organization
 - vii. Serves a vital role that is not otherwise fulfilled in the community
 - viii. Inspires others to engage in community service
- B. Nominees may include:
 - a. Individuals
 - b. Volunteer groups or non-profit organizations
 - c. Youth
- C. Elected officials and town employees may be eligible only for service performed outside the scope of their professional duties.

Section 2: Ineligibility

- A. Self-nominations are not permitted.
- B. Previous recipients of the Award are ineligible for renomination for a period of **five (5)** years following their award.

Article III – Nomination Process

Section 1: Call for Nominations

- A. Nominations shall open annually after the award of the current year's winner during National Night Out typically held the second Tuesday of August and remain open until the deadline of **June 15th** of each year. Nominations submitted after June 15 will be considered the following year.

- B. The Town shall publicize the call for nominations via official websites, newsletters, and social media platforms.

Section 2: Submission of Nominations

- A. Nominations must be submitted via the official nomination form, available online and at designated public locations.
- B. Nominations must include:
 - a. Nominee's full name and contact information
 - b. A detailed description of their contributions and impact based on the selection criteria
 - c. Name and contact information of the nominator
- C. The Chair or Secretary will compile the nomination forms, develop a numbering system and redact names and other identifiable information before disseminating to all committee members.
- D. The committee will review all nomination forms and use a rubric rating system to identify an award candidate that is evaluated based on impact, leadership, and community benefit.
- E. Once decided, the committee Chair or Secretary will request to meet with the Selectboard for approval and official signatures on a Resolution. The request will include a copy of the award candidate's nomination form with the understanding that the name and identifying information will not be revealed until National Night Out.
- F. Following Selectboard approval, the committee will contact all nominees, inviting them to attend the Ceremony at National Night Out

Article IV – Award Presentation

Section 1: Frequency

- A. The Award shall be presented **once annually**, at National Night Out (the second Tuesday of August each year)

Section 2: Recognition

- A. Recipients shall receive:
 - a. A signed official Town of Milton Selectboard Resolution
 - b. Public recognition through local media, social media, and town communications
 - c. Name added to the tree plaque in the Town Office Lobby
 - d. Optional additional honors (e.g., tree planting, nameplate on a community wall of fame, t-shirt, etc.)

Article V – Amendments

Section 1: Proposal of Amendments

- A. Amendments to these bylaws may be proposed by the Committee or Selectboard.

Section 2: Approval

- A. Amendments must be approved by a majority vote of the committee following a minimum 14-day public notice period.

Article VI – Conflict of Interest

Section 1: Disclosure

- A. Any member of the Committee who has a personal or professional relationship with a nominee must declare a conflict of interest and recuse themselves from voting on that nominee.

Article VII – Dissolution

Section 1: Dissolution

- A. Should the Award program be discontinued, the Selectboard shall formally vote on the dissolution and ensure public communication of the decision.

These bylaws were adopted by a majority vote of the Don Turner Jr. Award Committee at a regular meeting on January 14, 2026. They were presented to the Selectboard for Approval on February 2, 2026.



Dated at Milton, Vermont this 2nd day of February, 2026.

Darren Adams, Chair

Michael Morgan, Vice Chair

Brenda Steady, Clerk

Diane Barrows, Member

Leland Morgan, Member

Filed with the Milton Town Clerk's Office on

2/3/26

Attest:

Kristi Beas

