



Town of Franklin, Connecticut

Office of the First Selectman

7 Meetinghouse Hill Road, Franklin, CT 06254

Memorial Day Ad-Hoc Committee

Organizational Meeting Agenda

Date: March 12, 2026

Time: 7:00pm

Location: Franklin Town Hall – Ben Franklin Meeting Room

Convened By: *Ex-Officio Chair (First Selectman)*

1. Call to Order

The First Selectman, serving as Ex-Officio Chair, calls the Organizational Meeting to order.

2. Statement of Purpose

Brief explanation of:

- Formation of the Ad-Hoc Memorial Day Committee by the Board of Selectmen
- Committee's charge and purpose
- Context of Memorial Day 2026 and America 250 commemoration
- Expectations for conduct and procedure under Robert's Rules of Order

3. Appointment of Committee Members

4. Election of Committee Chair

(Required for an ad-hoc committee operating under Robert's Rules)

The Ex-Officio Chair conducts the election but does not preside as the voting Chair unless elected.

Process:

1. Ex-Officio Chair opens nominations for Committee Chair.
2. Nominations (no second required under RONR).
3. Motion to close nominations.
4. Vote (voice vote or ballot depending on committee preference).
5. Newly elected Committee Chair assumes the chair and presides over the remainder of the meeting.

6. Election of Additional Officers (If Needed)

- Vice-Chair
- Secretary / Clerk (responsible for minutes, postings, and communications)

8. Review of the Committee's Charge & Responsibilities

- Program expectations
- Traditional elements (speeches, readings, prayer/reflection, parade, picnic community events)
- Reporting expectations back to the BOS

Establishment of Subcommittees

- Program & Ceremony - Town Historian- 1st selectman



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- Parade Logistics
- Operations/Facilities/Safety
- Marketing & Communications- Julia
- Community Activities (race, ball games, picnic)

10. Meeting Procedures & Communication Protocol

- Frequency of meetings
- How agenda items are submitted
- How minutes are recorded and approved

11. Initial Planning Discussion

Flags and monument decorations have been ordered and/or received
Road Closure has been reserved for parade starting at 9:30 am

12. Public Comment

13. Schedule Next Meeting

Committee Chair proposes date/time.
Motion to approve.

14. Adjournment