

# Town of Boscawen

## *Brownfields Advisory Committee*

### Rules of Procedure

#### **General Procedures**

##### **Applicability**

1. These Procedures are applicable to the Town of Boscawen Select Board and all committees appointed by the Board.
2. These Procedures are enacted or amended by the majority affirmative vote during a regular Committee meeting.
3. These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 91-A:1-a, as amended. The Town of Boscawen Select Board is the authorizing Board and the Committee is considered an advisory committee that answers to the Select Board. Fundraising and or external negotiations with businesses or other parties may only be authorized by the Select Board.

##### **Officers**

1. A **Chair** shall be elected at the first regular meeting of the Committee after Town Meeting, or the first meeting after the establishment of a temporary committee. Traditionally the longest serving member or the one whose term expires next is the chair.

##### **Terms, Members & Alternates**

1. **Terms of Members** shall begin when the member takes the oath of office for a term listed on their appointment. Appointments made to fill vacancies shall be for the remainder of the terms.
2. **Members** are expected to attend each meeting of the Committee to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair and Town Staff as soon as possible. Members, including the Chair shall participate in the decision-making process.

#### **Meetings**

**Quorum.** A quorum for all meetings shall be a simple majority. A quorum is required to convene and/or continue any meeting.

1. If a quorum ceases to exist the presiding officer shall adjourn the meeting immediately.
2. Should a member have to temporarily excuse themselves from a meeting for a short personal issue and there is no longer a quorum, the Chair shall recess the meeting until the member returns.
3. If a member disqualifies themselves, the Chair must immediately determine if there is a quorum in order to continue the meeting.
4. Members who vote to abstain are still counted for purposes of a quorum (Merrimack v. McCray 150 NH 811) (2004).

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**Regular Meetings.**

1. A regular meeting is held on a non-holiday week day during the work week, at a time and location appropriate to conduct business and discharge responsibilities.
2. A regular meeting shall be established and member attendance is expected except in extenuating circumstances. In such cases, the member who will be absent is expected to inform the Chair and Town Staff.

**Special Meetings.**


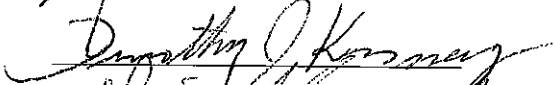
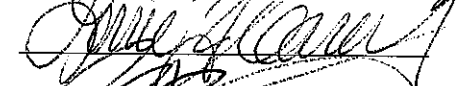

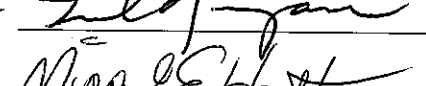
1. Special meetings are those held at the call of the Chair in addition to regular meetings, or are held for a specific purpose. Special meetings may also be held if the volume of business is such that it cannot be conducted during a regular meeting. Like all other meetings, they must be properly noticed.
2. The Chair shall have authority to set or cancel special meetings.

**Public Participation in Meetings.**

1. Each person desiring to speak during public comment shall state their name, street address and, if not a Boscawen resident, their town and shall fill out the meeting roster provided.
2. Agenda appointments may be made for a regular meeting through the Town Office Staff. The Chair has the discretion to schedule a different date and time.

**Minutes.** Minutes of all meetings shall be open to public inspection within five business days of the public meeting in accordance with RSA 91-A:2 II, as amended.

**Effective Date:** 01.20.22

  
\_\_\_\_\_, Chair  
  
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\_\_\_\_\_  
  
\_\_\_\_\_  
Town Clerk

**Brownfields Advisory Committee**

Boscawen, NH

Date Signed: 1/18/22