

Londonderry New Hampshire Utilities Committee Rules of Procedure

1. AUTHORITY

1.1. These rules of procedure are adopted under the majority approval of the voting members of the Londonderry NH Utilities Committee.

2. MEMBERS

2.1. The Committee is established under Article 3 of the Town's administrative code and shall exist until its dissolution by the Town Council.

2.2 Per committee authorization from the Londonderry, NH Town Council, A): The Utilities Committee shall consist of ten (10) members, seven (7) full time voting members and three (3) alternate non-voting members. All members shall be appointed by the Town Council for terms of three (3) years, except that initial appointments may be staggered so that no more that two (2) members shall have terms that expire in a single year.

2.3 Selection, qualification, term, removal of members, and filling of vacancies shall be performed by the Town Council. All committee members must be town residents.

2.4 Alternate members may serve on the Utilities Committee as appointed by the town Council. Alternate members should attend all meetings unless excused and familiarize themselves with the workings of the Committee to stand ready to serve whenever a regular member of the Committee is unable to fulfill his/her responsibilities. Alternate members shall participate in all meetings and deliberations of the Committee, excluding voting (unless appointed to vote in the place of a regular member as appointed at the meeting by the Chair).

2.5 Each appointed member shall be sworn in and take an oath of office as required by the Town Council.

3. OFFICERS

3.1. The officers of the Committee shall be as follows:

3.1.1 Chairman: The Chairman shall preside over all meetings and hearings; shall prepare, with the assistance of the Secretary, an annual report; and shall perform other duties customary to the office.

3.1.2 Vice-Chairman: The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters that come before the Committee in the absence of the Chairman.

3.1.3. Secretary: The Secretary shall keep a full and accurate record of the proceedings of each meeting; issue notices of all meetings; record the names of the members present; notify applicants and abutters of hearings; and prepare such correspondence and fulfill such duties as the Chairman may specify.

3.2 The officers of the Committee shall be elected annually during the month of March after the annual Town elections by a majority vote of the Committee. If requested by a majority of those present, voting shall be by written ballot.

3.3 The Committee may appoint regular members as liaisons to other Committees and Commissions, by majority vote as needed. Both regular members and alternates may be appointed as liaisons.

4. MEETINGS

4.1. Regular meetings shall be held at least monthly at Town Hall at 7PM on the first Tuesday of each month.

4.2. Special meetings may be called by the Chairman or in her/his absence, by the Vice-Chairman, or at the request of three regular members of the Committee provided public notice and notice to each member is given at least 48 hours in advance of the time of such meeting. The notice shall specify the purpose of the meeting.

4.3. Nonpublic Sessions shall be held only in accordance with RSA 91-A:3.

4.4 Quorum: A majority of the membership of the Committee shall constitute a quorum, including alternates sitting in place of regular members. A quorum is necessary for the Committee to take any action. If any regular Committee member is absent from a meeting or hearing, or disqualifies her/himself from sitting on a particular application, the Chairman shall designate one of the alternate members to sit in place of the absent or disqualified member. Such alternate shall have all the powers and duties of a regular member in regards to any matter under consideration on which the regular member is unable to act. The alternate should continue until the matter is completed; the regular member does not vote on that matter.

4.6. Disqualification: If any member finds it necessary to be disqualified from sitting on a particular case, he or she shall notify the Chairman as soon as possible so that an alternate may be requested to fill the place. The disqualification shall be announced by either the Chairman or the member before the discussion or the public hearing on the application begins. The member disqualified shall leave the Committee table during the public hearing and all deliberations, but may remain in the audience as a member of the public. If uncertainty arises as to whether a Committee member should disqualify her/himself, on the request of that member or the request of another member of the Committee, the Committee shall vote on the question of whether that member should be disqualified. Such request and vote shall be made prior to or at the commencement of any required public hearing. A vote on a question of disqualification shall be advisory and non-binding, and may not be requested by persons other than Committee members.

4.7. Order of Business for Regular Meetings shall be as follows:

4.7.1. Call to order by Chairman

4.7.2 Public Comment

4.7.2.1 Public comment will be limited to topics which are on the meeting agenda or under the jurisdiction of the committee.

4.7.3 Administrative Committee Work

4.7.3.1 Approval of previous month's minutes.

4.7.3.2 Discussions with Staff

4.7.4 Subcommittee activity reports

4.7.5 New Business

4.7.6 Old Business

4.7.7 Committee Round Table Discussion

4.7.8 Adjournment

4.8. A motion, duly seconded, shall be carried by an affirmative vote of a majority of the voting members present. Voting shall be by voice vote, unless the chair specifically requests a roll call, which shall be recorded in the minutes. Votes contrary to the motion made shall be recorded in the minutes.

5. RECORDS

5.1 The records of the Committee shall be kept by the Secretary.

5.2 The Chair is responsible for posting meeting agendas on the Town website.

5.3 The Secretary is responsible for posting meeting minutes on the Town website.

6. SUBCOMMITTEES

6.1 Subcommittees may be established to focus the expertise of committee members on specific areas of responsibility. Subcommittees are formed to analyze data and create proposed action plans more efficiently than what can be accomplished during a full committee meeting. Subcommittees will provide project status updates and recommendations during full committee meetings. Subcommittee recommendations will be acted on by the full committee unless specific responsibilities have been delegated to them by the committee chair, Town Manager, and/or Town Council.

6.2 Subcommittees may meet at their discretion.

6.3 Subcommittees are considered public bodies and as such are required to post meeting agendas and provide meeting minutes. (See appendices 1 and 2 for agenda and minutes templates).

6.4 Each subcommittee shall designate a subcommittee chair and subcommittee secretary. The subcommittee chair shall post meeting agendas at least 24 hours prior to any subcommittee meeting. The secretary shall provide draft minutes to the Town Manager's office not later than 3 days after any subcommittee meeting. The posting of agendas and minutes shall be coordinated through the Town Manager's office.

6.5 Subcommittee members must be Utilities Committee members.

6.6 Membership on a specific subcommittee is decided by a majority vote of the full committee.

6.7 The following subcommittees have been established by the full committee. Additional subcommittees may be established, or existing subcommittees may be disbanded, by majority vote of the full committee.

6.7.1 Energy (Including electricity, oil, propane, and natural gas)

6.7.2 Water

6.7.3 Sewer and Solid Waste

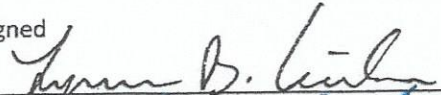

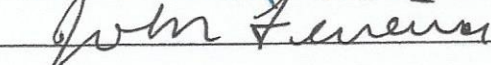
6.7.4 Cable TV / Internet

7. AMENDMENT

7.1. These rules of procedure may be amended by a majority vote of the members of the Committee provided that such amendment is read at two (2) successive meetings immediately preceding the meeting at which the vote is to be taken. The amended procedures shall be posted on the Town website.

8. UTILITIES COMMITTEE ADOPTION These Rules of Procedure, having been duly read at two (2) consecutive Utilities Committee Meetings as required by Section 10.1, are hereby adopted by a vote of the Utilities Committee on this day of August 1, 2023.

Signed

	Chair
	Vice Chair
	Secretary

Appendix 1

LONDONDERRY UTILITIES COMMITTEE
(INSERT NAME) SUBCOMMITTEE MEETING AGENDA
Month, Day, Year – TIME
(Insert Meeting Location)

I. Call to Order

II. Public Comment

III. New Business

a.

IV. Old Business

a.

V. Adjournment

Appendix 2

LONDONDERRY UTILITIES COMMITTEE

(INSERT NAME) SUBCOMMITTEE MEETING MINUTES

Month, Day, Year – Time

(Insert Meeting Location)

- I. Attendees- List all meeting attendees. Include affiliations for non-subcommittee attendees
- II. Public Comment- List any member of the public that speaks, summarize their comments as appropriate
- III. New Business
 - a. Summarize each topic discussed as appropriate
- IV. Old Business
 - a. Summarize each topic discussed as appropriate
- V. Adjournment