



OPERATING RULES

BOARD OF HEALTH

Article I. Name

The name of the Committee is the **Board of Health** (hereinafter "Committee").

Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this Committee is to: Study, consider and recommend to the City Council and the City Manager, or designee, general policies for public health in the City of Dover.
- B. To the extent authorized by RSA 147:1, and with the consultation of the Board of Health, the Health Officer may make such rules and regulations for the prevention and removal of nuisances, for the control and restriction of infections and contagious disease and such other regulations relating to the public health as, in his/her judgment, the health and safety of the people may require, which shall take effect when approved by the City Council and published in one or more newspapers of the City. The members of the Board, except the Health Officer, shall serve without pay.

Article III. Membership

- A. **Membership.** The Board of Health shall consist of five regular members and one alternate member, including two members consisting of either a physician, dentist, physician assistant, or nurse practitioner who live or practice in the City of Dover, two citizens of the City of Dover with relevant qualifications or experience in public health one acting as an alternate, an ex officio City Councilor, and the Health Officer. The Health Officer shall act as Chair and Secretary. Members shall be appointed to terms of three years.
- B. **Alternate.** The alternate citizen member may sit to fill the open seat of the regular citizen member whenever the regular citizen member is unable to attend.
- C. **Attendance, Vacancies and Removal.** Unless otherwise provided by the appointing authority, all appointments to the Committee shall serve for a term that is co-terminous with the member's term on their respective public body. Any appointments made to fill any vacancies shall be for full remainder of the predecessor's term, to begin the date of appointment by the appointing authority unless otherwise provided. Conditions for removal of any Committee member shall be defined by statute, ordinance, Charter, or common law.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair, Vice Chair, and Secretary. The Vice Chair shall be selected by the membership and shall serve at the pleasure of the membership for one-year terms. The Vice chair may be re-elected. Pursuant to Dover Code § 9-2, the Health Officer shall act as Chair and Secretary.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the Committee. The Chair shall preside at all Committee meetings and set the Committee's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Committee, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the absence of the Chair.
- D. **Secretary.** The Secretary shall take minutes of each meeting and transmit them to the City Clerk.
- E. **Staff.** The City of Dover may provide staff support to the Committee for meeting notification, typing, copying, and information gathering to the extent permitted by the City budget. All staff shall remain under the direction of the employer.

Article V. Procedures

- A. **Meetings.** The Board of Health shall hold regular meetings as necessary at a time and place designated by the Chair; it shall investigate, inquire into and advise in all cases referred to it for such purpose by the Health Officer. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the Board of Health shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Three members of the voting membership of the Committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the Committee is *Robert's Rules of Order Revised, 11th ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the Committee. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members, and a summary of all discussions. Draft minutes shall be provided to the City Clerk within five (5) business days of each meeting for posting on the city website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The Committee shall arrange for video or audio recording of all meetings consistent with the requirements of Dover's Code. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.** Committee members who do not already have a City of Dover e-mail address may obtain same to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail to discuss

issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall refrain from conducting the official business of the Committee outside the view of the public and the press unless permitted by state law.

G. **Nonpublic meetings.** The Committee shall conduct only nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by the City Attorney for nonpublic meetings.

H. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the Committee.

APPROVED AND RECOMMENDED BY THE COMMITTEE ON _____

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