



DOVER MUNICIPAL RECORDS COMMITTEE OPERATING RULES

Article I. Name

The name of the Committee is the **Municipal Records Committee** (hereinafter "Committee").

Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this Committee is to: fulfill the responsibilities and duties with respect to municipal record retention and disposition, as set forth in RSA chapter 33-A and Dover Code chapter 33.

Article III. Membership

- A. **Membership.** Pursuant to RSA 33-A:3 and Dover Code 33-3(A), the Committee shall be composed of the City Manager or his/her designee, together with the Clerk, Treasurer, Assessor or his/her designee, and Tax Collector of the City of Dover. Each person serving as a member shall have one vote, including in situations where one person/member fulfills multiple qualifying membership roles within the City.
- B. **Term.** All ex officio members of the Committee shall serve as long as they hold their appointed offices in City government. However, in the case of any allowed designee, such designee shall serve only so long as authorized by the designating City official.

Article IV. Officers and Staffing

- A. **Officers.** The City Manager or his/her designee shall serve as Chair.
- 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 ensure that minutes of each meeting are taken, either by the Chair or some other person, in accordance with the law.

Article V. Procedures

- A. **Meetings.** The Committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the Committee and subcommittees 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.** As RSA chapter 33-A does not establish or prescribe what constitutes a quorum, then by virtue of these procedural rules the presence of all individual members of the Committee shall be required to constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the Committee is *Robert's Rules of Order Revised, 12th 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 public 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.** 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.

ADOPTED AND APPROVED BY THE COMMITTEE ON _____