



OPERATING RULES

NAME OF COMMITTEE, BOARD OR COMMISSION

Article I. Name

The name of the (committee/commission/board) is the _____

Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this (committee/commission/board) is to:
- B. The committee's authority and existence shall terminate on _____ unless extended by the vote of the Dover City Council (optional).

Article III. Membership

- A. **Membership.** There shall be ___ members on the (committee/commission/board).
- B. **Vacancies.** Vacancies shall be filled in the same manner as the original appointments.
- C. **Attendance.** Upon failure of any member to attend four (4) consecutive meetings, the Chair shall notify the Dover City Council through the Appointments Committee with copies of minutes where the member has failed to attend.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair and Vice chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Officers may be re-elected.
- 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. **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 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.**Fifty-one percent (51%) 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, 10th 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 recording of all meetings. If video is not available, meetings shall be recorded using audio equipment. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail accounts.**Committee members may obtain a City of Dover e-mail address 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/commission) 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 _____

APPROVED BY THE DOVER CITY COUNCIL ON _____