

Rules of Procedure  
Of  
Willand Pond Ad-Hoc Advisory Committee  
(Henceforth know as the WPAAC)

ARTICLE I: AUTHORITY

1. These Rules of Procedure are adopted under the authority of Dover, New Hampshire, City Charter and Dover, New Hampshire City Council Resolution 2010.04.14-46. (Appendix A)
2. These Rules are subject to the approval of the Dover City Council.

ARTICLE II: DUTIES

1. The Duties and Mission of the WPAAC shall be to advise the City Council, City Manager, and the Planning Department in identifying solutions that will re-establish a safe pond level that can be maintained during any anticipated storms and will help control the cyanobacteria blooms. The benefit to this effort ensures a safe future for surrounding Willand Pond neighborhoods, and a safe dynamic recreational use of Willand Pond area.

ARTICLE III: MEMBERSHIP

1. The WPAAC shall be accordance with the City of Dover, NH City Council, Resolution R-2010.04.17-46. 2.
2. The WPAAC shall determine which members who are appointed by the City Council shall server Three (3), Two (2), and One (1) year terms.
3. Upon resignation of any officer the WPAAC shall elect an officer to replace the vacant position.
4. Upon resignation of any member, the Chairperson shall notify the City Council that there is a vacancy in the WPAAC and request solicitation and appointment of a new member.

ARTICLE IV: OFFICERS

1. The WPAAC shall elect a Chairman, Vice Chairman, and Recording Secretary on the first meeting of each calendar year.
2. No member shall serve more than two consecutive terms in the same office; excluding the first partial year.
3. If a member misses more than three (3) regularly scheduled consecutive meetings or four (4) regularly scheduled meetings in a calendar year they shall be considered for removal by the super majority of the membership via anonymous written ballot. If such vote calls for the removal of the member, the Chairperson shall make recommendation to the City Council for that member to be removed.
4. No member shall hold more than one office at a time.

## ARTICLE V: MEETINGS

1. A quorum of the WPAAC shall consist of the any four (4) members present at any meeting.
2. The regular meetings of the WPAAC shall be held on the fourth Tuesday of each month.
3. Special meetings may be called by the Chairperson as needed.
4. Meeting Agenda shall be:
  - Call to Order
  - Roll Call of Members
  - Introduction of attendees if greater than the membership
  - Approval of Agenda
  - Approval of Minutes
  - New Business
  - Old Business
  - Other Business
  - Adjourn
5. Attendees who are non-members shall be encouraged to participate throughout the meeting but will not have voting privileges.
6. Non-residents of Dover are encouraged to participate.
7. Formality of the meeting shall be at the Chairperson's discretion in order to maintain productivity.
8. Voting shall be conducted as follows:
  - Motion
  - Second of Motion
  - Further Discussion
  - Vote

## ARTICLE VI: COMMITTEES

1. The Chairperson may create sub-committees as necessary to facilitate WPAAC business.

## ARTICLE VII: PARLIMENTARY AUTHORITY

1. Unless specifically covered in these Rules of Procedure, the WPAAC shall follow the latest edition of "Roberts Rules of Order."

## ARTICLE VIII: AMENDMENT OF RULES OF PROCEDURE

1. These bylaws may be amended at any regular meeting of the WPAAC by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

9/28/2010

## APPENDEIX A

### Willand Pond Ad-Hoc Advisory Committee Rules of Procedure

#### City of Dover Resolution 2010.04.14-46 Forming a Willand Pond Ad-Hoc Committee

WHEREAS: The members of the current Willand Pond Ad-Hoc Advisory have requested changes to the committee structure to assist the committee to perform its function and to provide advice.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Willand Pond Ad-Hoc Advisory Committee be formed as follows:

A. MEMBERSHIP: The Willand Pond Ad-Hoc Advisory Committee shall consist of nine (9) members. At least five (5) members shall be residents of Dover.

B TERMS OF MEMBERS: Members shall be appointed by the City Council to terms of three (3) years, or as long as the committee exists and is required by the City Council, whichever is shorter. The terms for initial member appointments shall be made to allow for subsequent appointments to occur on a staggered basis with three members appointed for three (3) year terms, three members appointed for two (2) year terms and three members appointed for one (1) year terms.

- a. AUTHORITY AND DUTIES: The Willand Pond Ad-Hoc Advisory Committee shall serve in an advisory capacity to the City Council, City Manager and Planning Department assisting with the study and analysis of solutions to conditions existing at Willand Pond.
- b. RULES. The committee shall adopt rules and procedures subject to the approval of the City Council.
- c. SUCCESSOR. This committee abolishes the former committee.

DOCUMENT ACTIONS: Motion to approve by Councilor Cruikshank, seconded by Councilor Nedelka. Motion by Councilor Cruikshank to change language to 5 Regular members and 4 alternate members; seconded by Deputy Mayor Trefethen. Friendly amendment by Councilor Nedelka that of the 5 regular members 3 of those will be Dover residents; seconded by Councilor Carrier passed 9:0  
Resolution as amended passed 9/0

#### RESOLUTION BACKGROUND MATERIAL:

Willand Pond is located in Dover and Somersworth. The pond was closed due to cyanobacteria. The 7 person Ad-Hoc Committee was formed in 2007 to oversee remediation activities and advise on public outreach and education. The resolution creating the committee, included the initial membership, but not terms of membership. In 2009 membership of the Willand Pond Ad-Hoc Committee was increased to ten (10) members. Membership was also extended to up to three residents of Somersworth. The second resolution stipulated that new members must be recommended by the Ad-hoc Committee. When membership was increased to 10, that made a quorum of members 6. The Committee has struggled to get 4 people to attend meetings, and no one has applied for the additional spaces available. The Committee has not been able to garner a quorum in 6 months and has asked for the City Council to reform it under the normal appointments process. Additionally, the Chair, Tom Fargo, has asked that an odd number of members be appointed, and that the Chair and Vice Chair be elected by the committee and not appointed by the Council