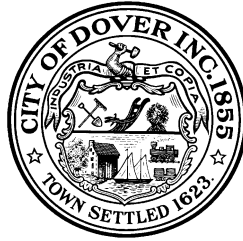


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OPERATING RULES

COMMITTEE TO STUDY STORMWATER AND FLOOD RESILIENCE FUNDING

Article I. Name

The name of the Committee is the **Committee to Study Stormwater and Flood Resilience Funding** (hereinafter “Committee”).

Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this Committee is to investigate, study, and identify and make recommendations to the City Council concerning various funding opportunities that may exist with respect to existing needs and future stormwater and flood resilience management planning.
- B. The Committee’s authority and existence is established until the submission of its final, written report and may be extended by further act of the City Council, barring which the Committee to Study Stormwater and Flood Resilience Funding shall automatically lapse and cease to exist.

Article III. Membership

- A. **Membership.** There shall be 17 members on the Committee composed of One (1) City Councilor appointed by the Mayor and ratified by the City Council on an ex officio and non-voting basis, and One (1) employee from the Dover School District may be appointed on an ex officio and non voting basis. One (1) Community Services Department liaison designee may be appointed on an ex officio and non voting basis. All remaining fourteen (14) committee members shall be appointed by the Mayor subject to review of the Appointments Committee and approval of the City Council, shall have voting rights, and shall serve in an at large.
- B. **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 and Vice Chair, who shall be selected by the membership and who shall serve at the pleasure of the membership for one-year terms, or until the expiration of the committee, whichever is sooner. 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. Eight (8)** 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.
- I. **Emergency Meetings.** The Committee expects to meet frequently using the “Emergency” provisions of RSA 91-A:2,III(b) given the time limited nature of the Committee and the ongoing pandemic, as determined by the Chair.

APPROVED AND RECOMMENDED BY THE COMMITTEE ON November 30, 2020

APPROVED BY THE DOVER CITY COUNCIL ON December 9, 2020