

Bylaws

City of Dover, New Hampshire Open Lands Committee

Revised August 8, 2013

ARTICLE I Name

The name of this board shall be *The Dover Open Lands Committee*, hereinafter called the Committee.

ARTICLE II Purpose

The purpose of the Committee shall be to foster and facilitate the protection and/or preservation of open space in the City of Dover. The Open Lands Committee is to identify lands which are environmentally sensitive, of historic importance or natural areas that are appropriate for conservation; once identified, these areas will be prioritized according to the following criteria: Contiguity and/or proximity to other protected areas, conservation attributes relative to forestry, agriculture, water supply, wildlife habitat, natural resource values, and potential for recreation usage or historic value.

The open space and recreation document adopted by the City of Dover Planning Board on 5/23/00 and the Conservation and Open Space Chapter adopted by the City of Dover Planning Board on 3/27/12 shall be used as a guideline to determine the appropriateness of areas under consideration for any of the above stated purposes, as well as additional considerations outlined in the open space and recreation document.

ARTICLE III Membership

The committee shall consist of up to twelve members, all citizens of Dover and all appointed by the City Council. Members shall be appointed for three-year terms.

All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

ARTICLE IV Election of Officers

The Officers of the Committee shall consist of a Chair, a Vice-Chair, a Treasurer, and a Secretary. These members shall be appointed regular members by the City Council, and office selection shall be by the Committee at the annual meeting.

Section I Annual Meeting

An annual meeting will be held in November, at which time nomination and election of officers will occur. Candidates for any office receiving a majority vote of the entire membership of the Committee shall be declared elected. The elected candidate shall take office at the first full committee meeting in the following January.

ARTICLE V Duties of Officers and Staffing

Section I The Chair

The Chair shall set the agenda, preside at all meetings of the Committee having such powers and duties normally conferred by parliamentary usage on that office including directing the work of the Committee, and represent the interests of the committee to the greater Dover community. The Chair shall be the sole spokesperson of the Committee, unless this responsibility is delegated in writing.

Section II Vice-Chair

The Vice-Chair shall function as the Chair, if the Chair is unable to be present with all powers and duties of the Chair.

Section III Treasurer

The Treasurer shall receive the report of the City of Dover Financial Officer which specifies the current assets of the Conservation Fund and shall report the same at each meeting.

Section IV Secretary

The Secretary shall act as recorder and correspondent for the Committee; and shall keep accurate minutes of the meetings of the Committee and provide the City Clerk with a copy of “approved” minutes.

Section V Staff

The City of Dover may provide staff support to the board 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 VI Rights, Powers and Duties

The members and officers of the Committee shall carry out their duties and responsibilities and exercise their powers as set forth in the enabling motion passed by the City Council as its regular meeting in November of 1999.

The members and officers of the Committee may by majority vote create subcommittees to carry out specific tasks.

ARTICLE VII Procedures

Section I 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.

Section II Quorum

A majority of the membership of the Committee shall constitute a Quorum.

Section III Parliamentary Authority

The parliamentary authority for the board is *Robert's Rules of Order Revised, 11th ed*, except as provided by these rules or local, state or federal law.

Section IV 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.

Section V 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.

Section VI Nonpublic Meetings

The Committee may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.

ARTICLE VIII Amendments

The Committee may suspend or amend any of these rules by a unanimous vote at any regular monthly or special meeting. These by-laws may be amended at any regular meeting of the Committee by a two-thirds vote of the entire regular membership. Amendments presented at any regular meeting may not be voted until the next regular meeting.

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