ENERGY COMMISSION
OPERATING RULES

Article I. Name

The name of the board is the Energy Commission.

Article II. Authority and Duties

A. The Energy Commission shall have the powers and duties established by state law pursuant to RSA 38-D.

B. The Energy Commission shall advise other boards and committees pertaining to energy plans and sustainable practices such as energy conservation, energy efficiency, energy generation, and zoning practices. In addition, the committee shall assist in reviewing sustainability frameworks such as "The Natural Step" and others and advise on how the frameworks may be incorporated whenever possible into planning, policymaking, and municipal practices, and assist in creating recommendations for the City to strive to be a model EcoMunicipality.

Article III. Membership

A. **Membership.** There shall be seven (7) members on the board and four (4) alternates. Members shall be appointed to terms of three (3) years.

B. **Attendance, Vacancies and Removal.** 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 has unexcused absences 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. 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 board. The Chair shall preside at all board meetings and set the board's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the board, 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 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 V. Procedures

A. **Meetings.** The board 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 board 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 board shall constitute a quorum.

C. **Parliamentary Authority.** The parliamentary authority for the board 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 board. 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 board at the next meeting of the board, 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 board shall arrange for video or audio recording at all meetings. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.

F. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board 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 board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.

G. **Nonpublic meetings.** The board 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.

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 board.

Article VI. Citizen Forum

To encourage and allow ongoing input and feedback from citizens, regular meetings shall include an opportunity for citizens to address the Commission on any items and/or matters pertaining to the business of the Commission on the agenda.

A. Regular meetings shall include an opportunity for citizens to address the Energy Commission.

i. All speakers shall be residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover or by an interested party if allowed by a two-thirds (2/3) vote of the sitting Commission
ii. Speakers shall first recite their name and address for the record.

iii. Speakers shall address their comments to the Chair or Presiding Officer and the Commission as a body and not to any individual member;

iv. A speaker shall be provided with a single opportunity for comment, limited to five (5) minutes with the five (5) minutes beginning after the obligatory statement of name and address. The Chair (or designee) will keep time.

v. Speakers requiring more than the allotted time are encouraged to submit their comments in writing to the Chair or Presiding Officer at the conclusion of their remarks;

vi. Citizen Forum generally shall not be a two-way dialogue between speaker(s), Commission member(s), and/or City Staff. However, Commission members may, with permission from the Chair, ask questions of speakers, though such questions and the speaker's answers to same shall not extend the speaker's allotted time, unless a majority of voting members present vote to suspend the rules.

vii. The Chair or Presiding Officer shall preserve strict order and decorum for and by all speakers appearing before the Commission. The Chair or Presiding Officer shall declare when public forum is closed. With a two-thirds (2/3) majority vote, a motion can be made to temporarily suspend the operating rules and a speaker shall be allowed speak for additional time or at an additional time.