

Town of Exeter	Policy Number 2012-01	Adopted by Board of Selectmen
Subject: Appointed Town Committees	Adoption Date: 1989 Revision Date: 5/7/12 Effective Date: 5/7/12	Supersedes: 89-19

1.0 Purpose of the Policy:

The purpose of this policy is to define the general rules of organization and protocols associated with Town Boards and Committees established and appointed by the Selectmen.

2.0 Departments Affected:

None. Committees Affected: All boards and committees appointed by the Board of Selectmen except where in contradiction with NH law (ie, Planning Board, Heritage Commission, Conservation Commission) where NH RSA's provide for the method of appointment and composition.

3.0 Definitions:

4.0 Policy:

5.0 Procedures:

1. All appointed Town Committees will elect from among their membership, a Chairperson, a Vice Chairperson and Clerk. The Committee may elect other officers as appropriate.
2. Each Committee will maintain a written charge, approved by the Board of Selectmen, describing the role and function(s) of the Committee.
3. Official, written minutes will be kept of all committee and sub-committee meetings in accordance with RSA 91-A. Draft minutes shall be filed with the Town Manager's Office within five (5) business days following the meeting so that they are available for review and release in compliance with state law. Once meeting minutes are approved, copies shall be forwarded and filed with the Board of Selectmen, the Town Manager's Office and the Town Clerk. Minutes should be approved within thirty (30) business days. Final minutes are not required by state law.
4. All meetings will be open to the public, with notice posted at least 24 hours in advance of each meeting.
5. Committees will report their findings to the Board of Selectmen, along with recommendations for subsequent action as appropriate.

6. Public statements regarding Committee recommendations and its policy positions will be prefaced with note of the Committee's role as advisor of the Board of Selectmen.
7. Committee members that fail to attend at least 60% of meetings in any calendar year may forfeit their membership and be subject to removal by the Board of Selectmen. The Chairperson of each committee shall, in January, forward an annual report of member attendance to the Board of Selectmen for review.
8. Members of committees serve at the pleasure of the Board of Selectmen. Vacancies shall be filled, addition to committees may be made and member removal shall be done by vote of the Board of Selectmen.
9. The Board of Selectmen shall review the list of committees annually in April, and may vote to disband any committee of their creation.
10. Upon termination, all committees will turn over their files, records and notes to the Town Clerk for permanent filing.
11. The Board or Committee may vote to recommend to the Selectmen that an alternate member of a committee be appointed to full Board/Committee status.

6.0 Severability:

To the extent that any portions of this policy conflict with State law, State law shall prevail.

Amended: 5/7/12