

CHAPTER III - BOARDS, COMMITTEES AND COMMISSIONS (Cont'd)

SECTION II GENERAL PROVISIONS

- A. Composition, terms of office, vacancies, functions and duties of Boards, Committees and Commissions shall be as provided by the New Hampshire Revised Statutes Annotated (RSAs), Charter of the Town of Londonderry, Sections 8 and 9, Ordinances of the Town of Londonderry, and by any amendments thereto.
- B. Each board, committee or commission shall function as a separate standing committee, working in an advisory capacity to the Manager. Each committee shall study, advise and recommend to the Manager on all matters of policy pertaining to their committee appointment.
- C. Procedures shall be pursuant to Article 8, Sections 8.13 A through 8.13 C inclusive of the Town Charter, Ordinance and New Hampshire RSA 91-A.
- D. Committee Review - The Town Council shall meet with the Chairmen of all Town committees in accordance with Article 9, Section 9.5 of the Town Charter.
- E. All persons appointed to a Board, Committee or Commission shall take an oath of office from the Town Clerk before exercising voting privileges.
- F. Prohibition shall be pursuant to Article 8, Section 8.12 A through 8.12 D inclusive of the Town Charter or Ordinance.

SECTION III TERMS OF OFFICE

- A. Unless prohibited by state statute, Londonderry Town Charter, or elsewhere in this Londonderry Municipal Code, all appointments to boards, commissions and committees shall serve for the term appointed and until a successor shall have been appointed and qualified.
- B. Terms of appointees shall commence on January 1 of the year following appointment or as otherwise set forth by the Town Charter, Ordinance or Statute.
- C. Terms of Full Members shall be staggered and shall run for three (3) years, ending not later than December 31 of any year or as set forth by the Town Charter, Ordinance or Statute.
- D. Unless otherwise prescribed by law or ordinance, the Planning and Zoning Boards shall maintain Alternate Members as provided by Article 9 of the Londonderry Town Charter. Terms of Alternate Members of other appointed boards shall be for three (3) years.
- E. Terms of other Boards, Committees, Commissions are:
 - 1. Manchester Airport Authority - 3 years
 - 2. Southern NH Planning Commission - 5 years
 - 3. Londonderry Housing Authority - 5 years

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SECTION IV JURISDICTION

- A. The Town Council shall make appointments to any and all Boards, Committees and Commissions as may come under its purview in accordance with the Charter, and this code, unless they are otherwise empowered by Statute.
- B. In cases where State law or directive of Town Meeting has dictated the election, procedure and terms of office, the Town Council shall have no jurisdiction.

SECTION V RECORDKEEPING

- A. The *Executive Assistant to the Town Manager* shall maintain the official list of all appointed Board, Commission and Committee members, inclusive of date of appointment and length of term and term expiration date. *The Town Clerk shall maintain the oaths of office and the official minutes of each Board, Commission, and Committee.*
- B. *It shall be the duty of each Board, Commission, or Committee Chairperson to notify the Executive Assistant to the Town Manager of vacancies or pending term expirations.*

SECTION VI PUBLIC NOTICE OF VACANCIES

- A. *At least three (3) months before a term expires, or in the event of a vacancy*, the Town Council shall cause to be published in one local paper of general circulation and shall post in two (2) public places:
 - a. Names of Boards, Commissions, Committees who have vacancies
 - b. Number of vacancies
 - c. How applicant shall reply (forward letter of intent to the Town Council - address)
 - d. Cut-off date of applications *which shall be no less than two weeks after being posted.*
- B. Names and related information of individuals who have expressed an interest in serving a board, committee or commission shall be retained in a “Talent Bank” for review as vacancies occur.
- C. *All Board, Commission, and Committee appointments that become vacant either by resignation, term expiration, or other reason, shall be posted, including when a current member desires to be re-appointed to the same Board, Commission, or Committee. The Chairperson of each Board, Commission, or Committee may make recommendations regarding membership to the Town Council unless otherwise specified by the Charter, Ordinance or Statute. The process for reviewing candidate applications and interviewing said candidates shall be at the discretion of the Town Council.*

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SECTION VII FILLING OF UNEXPIRED TERMS

- A. Unless a different manner is required by state statute or Section 9.4 of the Town Charter, when a member of an appointed or elected Board, Committee or Commission resigns or is unable to serve the remainder of his/her term, that position shall be filled in accordance with this Londonderry Municipal Code.

SECTION VIII RULES OF ATTENDANCE

- A. Appointed and elected officials shall conduct business in the best interests of the Town in keeping with the Town Charter, Ordinances and Statute.
 - 1. Each committee shall determine its own rules and order of business (by-laws) unless otherwise provided by Town Charter or Statute.
 - 2. Each committee shall hold its meetings and maintain its records in accordance with RSA 91-A.
 - 3. Members shall act collectively as a body unless authorization is given a member to act as representative and with specific instruction of that body.

SECTION IX FORFEITURE OR REMOVAL FROM OFFICE

- A. Any appointed member who fails to attend three successive meetings shall be deemed to have resigned and shall be replaced according to Section 9.4 of the Town Charter, or Ordinance.
- B. Any elected member shall cease to hold office immediately upon missing four consecutive scheduled or announced meetings, of which that member received reasonable notice, without being excused by the Chair.
- C. Consideration shall be given appointed and elected members for absences under the circumstance of prolonged illness.
- D. Conditions for removal of any board, commission, or committee member shall be as defined by Town Charter, Ordinance or the Administrative Code.

CHAPTER III - BOARDS, COMMITTEES AND COMMISSIONS (Cont'd)

SECTION X ROLES AND RESPONSIBILITIES OF TOWN COUNCIL LIAISON

- A. Unless stipulated elsewhere within the Municipal Code, Town Charter or State Statutes, each Board, Commission, Committee and Task Force shall be assigned a non-voting, Liaison member appointed by the Town Council.
- B. Although the Town Council liaison assignments may span a wide spectrum of duties and interactions depending on the assignment, the following information shall serve as guidance.
- C. As a minimum, all liaison assignments shall include the following responsibilities:
 - 1. Provide communication link between the board/committee and the Town Council
 - 2. Provide guidance to the board/committee regarding Town policies and procedures
 - 3. Advise the chair of the board/committee of the compliance requirements of applicable state RSAs on meeting rules such as RSA 91A.
 - 4. Provide fiduciary representation of the Town to assure the town's best interests are protected.
 - 5. Obtain meeting agenda and minutes and share highlights with the Council during regularly scheduled Town Council meetings.
- D. Depending on the assignment, the responsibilities may vary:
 - 1. When assigned as ex-officio, exercise the same role as other full members of the board/committee as set forth in State Statutes, Town Charter or Municipal Code.
 - 2. Some board/committee assignments include the liaison as voting members by virtue of the liaison assignment.
 - 3. Some board/committee assignments may not include voting authority but the liaison may participate in all discussions.
 - 4. If a Council liaison is a voting member, they may also participate in Non-public meetings as a voting member. As a liaison without voting authority, participation in Non-public meetings will be at the discretion of the Chair.
- E. When in an assignment that has full voting responsibilities, the liaison should be cognizant of the meeting attendance responsibility to the Chair as he/she strives to achieve a quorum for each meeting.

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SECTION X ROLES AND RESPONSIBILITIES OF TOWN COUNCIL LIAISON (Cont'd)

- F. When assigning Councilors to liaison responsibilities, the Town Council shall remain cognizant of the potential meeting conflicts among town boards, commissions and committees. In the event of conflicts or other time constraints, Liaisons are expected to prioritize their attendance based upon their specific responsibilities as liaison to a group; that body's current workload and tasks, and the importance of conveying timely information and/or direction between the Town Council and that board, commission or committee.

~~End of Chapter~~