

STRATHAM HERITAGE COMMISSION PROCEDURAL RULES

The Stratham Heritage Commission (henceforth referred to as the “Commission”) shall be governed by Chapters 673 and 674 of the New Hampshire Revised Statutes Annotated, as amended, and by Warrant Article 12 (1997) of the Town of Stratham.

MANDATE: The Town established the Commission for the “proper recognition, use and protection of resources” that are “valued for their historic, cultural, aesthetic or community significance.”

I. MEMBERSHIP

- A. The Commission shall consist of five voting members
 - 1. Three at-large members appointed by the Board of Selectmen to 3-year rotating terms.
 - 2. One member of the Board of Selectmen.
 - 3. One member of the Planning Board.
- B. There may be up to three 3-year term alternates, appointed by the Selectmen. An alternate is a non-voting member except in the absence of a voting member when he/she may vote in place of the absentee. Selection of a voting alternate member is determined by longest length of time since his/her appointment.
- C. To resign a member shall submit written notification to the Board of Selectmen.
- D. In the event of the resignation of a voting member the alternate members, in order of seniority, shall be given the opportunity to submit their names to the Board of Selectmen for appointment.
- E. Persons working on projects or events with the Commission will be considered volunteers, not members.

II. OFFICERS

- A. A Chair, Treasurer and Secretary shall be elected from appointed members in May by a majority vote of the Commission. Terms shall

begin immediately following the vote. Each officer shall serve for one year and be eligible for re-election with no term limits.

- B. The Chair shall prepare for and preside over meetings, appoint such committees/groups as directed by the Commission and affix his/her signature in the name of the Commission. The Chair shall appoint a member to preside over meetings in the event of his/her absence.
- C. The Treasurer shall keep reports on financial transactions for the Commission's Town Budget account and any special restricted fund(s) established in the name of the Commission, and provide a monthly meeting status on income and expenses.
- D. The Secretary shall take and file minutes, keep all records and manage the clerical work of the Commission.

III. FUNDING

A. Sources of funds

1. Town Budget

- a. The Treasurer and Chair shall prepare a budget for presentation, discussion and voting at the December meeting.
- b. The Chair or Treasurer shall submit the budget request for funding to the Board of Selectmen and the Budget Advisory Committee.

2. The Heritage Fund, a special revenue fund.

3. The Heritage Preservation Fund, a capital reserve fund for which the Board of Selectmen are designated agents, established by town vote 2011.

B. Uses of funds

1. Town Budget

- a. Expenditures greater than \$250 must be approved by a majority of the voting members.
- b. Approval for expenditures is subject to any limitations required by the Board of Selectmen.

- c. All requests for reimbursement, with relevant receipts, shall be presented to the Treasurer for submission to the Town Bookkeeper or Accountant.
2. Heritage Fund
 - a. Procedures for uses of the Heritage Fund shall be as for funds from the Town Budget.
3. Heritage Preservation Fund
 - a. Uses of the Fund are governed by RSA 35:1.
 - b. Any proposed use of the Fund must be approved by a majority vote for referral to the Board of Selectman.

IV. MEETINGS

- A. Monthly meetings shall be held at the Municipal Center (or other designated publically accessible location) at an established time determined by the membership at the May meeting of each year. Meeting notices and agendas shall be posted in the Municipal Center and on the Town website at least two days before each meeting. Meeting notices and agendas shall be given to members and, as relevant, to volunteers, Town staff, and chairs of other Town commissions, boards or committees at least two days prior to a meeting.
- B. The Chair may call additional meetings provided notice to each member and the public is given at least 24 hours (excluding Sundays and legal holidays) prior to such meetings.
- C. Cancellation of meetings may occur if there is no business to come before the Commission. The Chair may cancel a meeting by notice to the members at least 24 hours prior to the set meeting time.
- D. A quorum shall be a majority of the Commission's voting members. Alternate member(s) shall be appointed by the Chair to vote at any meeting where voting member(s) are absent or abstain due to conflict of interest.
- E. A vote by the majority of the voting members shall be sufficient to decide any matter before the Commission.

- F. No Commission member or alternate shall participate in discussion or decision of any matter in which he/she has a personal or financial interest.

V. MINUTES AND RECORDS

- A. Draft minutes shall be filed with the Chair and open for public inspection within 5 business days of each meeting. The Chair shall send the draft minutes to the Administrative Assistant with the instruction that website posting be delayed until the minutes are final.
- B. Minutes are final after a vote of approval by the membership. Minutes, including any approved changes, shall be sent to the Town Administrator and to the Administrative Assistant for website posting.

VI. AMENDMENTS

- A. Public notice must be given of proposed amendments to these procedures.
- B. A majority vote of the voting members is required for adoption of an amendment.

Adopted April 8, 2015