



**OPERATING RULES OF THE DOVER HIGH SCHOOL
ATHLETIC COMPLEX JOINT BUILDING COMMITTEE**

Article I. Name

The name of the committee is the **Dover High School Athletic Complex Joint Building Committee** (hereinafter “Committee”).

Article II. Purpose and Authority

- A. The Committee is charged with exploring and, to the extent appropriate and authorized, undertaking substantial capital improvements to the existing Dover High School Dunaway Field (football field), track, bleachers, lighting, outdoor storage improvements, and related features. The Committee shall have the authority vested in joint building committees by applicable law. The Committee shall continue to exist unless and until dissolution/termination is undertaken pursuant to, and consistent with, applicable law.

Article III. Membership

- A. **Membership.** There are six voting members on the Committee: three members approved by the Dover School Board and three members appointed by the Dover City Council.
- B. **Attendance, Vacancies and Removal.** Each member serves at the pleasure and ongoing discretion of the appointing authority.

Article IV. Officers and Staffing

- A. **Officers.** The Committee shall have the following officers: Chairperson (“Chair”); Vice Chairperson (“Vice Chair”); Secretary. These officers shall be selected by vote of the membership and each shall serve at the pleasure and ongoing discretion 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 Committee. The Chair shall preside at all Committee meetings and set the Committee’s initial agenda, which agenda may be modified and/or supplemented by motion, second, and voting of other members at the beginning of each meeting. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Committee, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the Chair’s absence.

- D. **Secretary.** The Secretary shall take (and/or oversee designated staff's taking of) minutes of each meeting, and either transmit or ensure timely transmission of all draft minutes to the Dover City Clerk.
- E. **Staff.** The Dover School District will provide staff support to the Committee for meeting notification, typing, copying, budgeting, and other duties as requested. The City of Dover may also provide staff support/input throughout the process. All school/City staff shall remain under the direction of their respective employer(s).

Article V. Procedures

- A. **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.
- B. **Quorum.** Four voting members of the Committee shall constitute a quorum.
- C. **Parliamentary Authority.** The Committee adopts the parliamentary rules set forth in *Robert's Rules of Order Revised, 12th ed*, except as may be provided by applicable law.
- D. **Minutes.** Minutes shall be kept for all meetings of the Committee and shall contain all information required by RSA chapter 91-A and applicable law. 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 (roll call votes to be recorded by individual vote of each member voting), and a summary of all relevant discussions. Draft minutes shall be provided to the City Clerk no later than 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.
- E. **Recording of Meetings.** The Committee shall arrange for video or audio recording of all public meetings consistent with the requirements of Dover's Code. All video or audio recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail usage.** Committee members shall refrain from using e-mail to discuss substantive policy issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall, unless authorized by applicable law, refrain from conducting any business of the Committee outside the view of the public.
- G. **Nonpublic meetings.** The Committee shall conduct only nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by the City Attorney for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed and/or amended at any time by a vote of the Committee.