



OPERATING RULES

AD-HOC COMMITTEE TO ADDRESS COMMUNITY HOUSING NEEDS

Article I. Name

The name of the Committee is the **Ad-Hoc Committee to Address Community Housing Needs** (hereinafter “Committee”).

Article II. Purpose, Authority, Duties and Termination

- A. The purpose and authority of this Committee is to review data, hold listening sessions, and recommend to the City Council and City Manager, an action plan outlining existing and new steps to be taken to encourage and incentivize thoughtful development to meet the housing needs of residents of all incomes, ages, and abilities. The Committee shall author and submit a final written report to City Council no later than September 30, 2024, summarizing its findings, potential solutions, and the Committee’s ultimate recommendations.
- B. The Committee’s authority and existence shall terminate on September 30, 2024, unless extended by the vote of the Dover City Council.

Article III. Membership

- A. **Membership.** The Committee shall be composed of the following members:
 - a. One City Councilor recommended by the Mayor and ratified by the City Council;
 - b. One member of the Planning Board recommended by the City Council’s appointments committee and ratified by City Council;
 - c. The Executive Director, or designee, of the Dover Housing Authority;
 - d. The Executive Director, or designee, of the Community Action Partnership of Strafford County;
 - e. One developer in Dover recommended by the City Council’s appointments committee and ratified by City Council;
 - f. One business owner or representative recommended by the City Council’s appointments committee and ratified by City Council;
 - g. One landlord or property manager in Dover recommended by the City Council’s appointments committee and ratified by City Council;
 - h. One residential property owner in Dover recommended by the City Council’s appointments committee and ratified by City Council;
 - i. One citizen at large representative of Dover’s renter population recommended by the City Council’s appointments committee and ratified by City Council;
 - j. Up to three (3) alternate members fulfilling any of the criteria above as recommended by the City Council’s Appointments Committee and ratified by City Council.

- B. **Attendance, Vacancies and Removal.** Unless otherwise provided by the appointing authority, all appointments to the Committee shall serve for a term that is co-terminous with the member's term on their respective public body. Any appointments made to fill any vacancies shall be for full remainder of the predecessor's term, to begin the date of appointment by the appointing authority unless otherwise provided. Conditions for removal of any Committee member shall be defined by statute, ordinance, Charter, or common law.

Article IV. Officers and Staffing

- A. **Officers.** The officers consist of a Chair, Vice Chair, and Secretary, 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 Committee. The Chair shall preside at all Committee meetings and set the Committee's agenda. 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 absence of the Chair.
- D. **Secretary.** The Secretary shall take minutes of each meeting and transmit them to the City Clerk.
- E. **Staff.** The City of Dover may provide staff support to the Committee 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 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. A majority (51%)** of the active members, but not less than five (5), of the voting membership of the Committee shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the Committee is *Robert's Rules of Order Revised, 12^b ed*, except as provided by these rules or local, state or federal law.
- D. **Minutes.** Minutes shall be kept for all meetings of the Committee. 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 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 meetings consistent with the requirements of Dover’s Code. All recordings shall be provided to the City Clerk within five (5) business days of the meeting.

- F. **Communication Standards.** Committee members who do not already have a City of Dover e-mail address may obtain same to facilitate communications regarding meetings, agendas and the dissemination of information. Committee members shall refrain from using e-mail or social media to discuss issues with other members where the online discussion directly or indirectly involves a quorum of the committee. Similarly, committee communication to the public shall be expressly approved by the committee, and no committee member may speak on behalf of the committee without the express authorization of the committee. In addition, committee members shall refrain from conducting the official business of the Committee outside the view of the public and the press unless permitted by state law.

- G. **Nonpublic meetings.** The Committee shall only conduct 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 or amended by a vote of the Dover City Council based upon the recommendation of the Committee.

APPROVED AND RECOMMENDED BY THE COMMITTEE ON November 21, 2023

APPROVED BY THE DOVER CITY COUNCIL ON _____