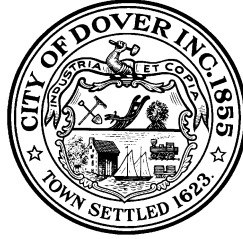


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## Ad Hoc Committee for Graffiti Management Operating Rules

### Article I. Name

The name of the board is the Ad Hoc Committee for Graffiti Management.

### Article II. Authority and Duties

The Authority and Duties of the Ad Hoc Committee for Graffiti Management are:

- I. Identify and make recommendations to the effective management and control of graffiti in the City of Dover
- II. Review data and recommend to the City Council and City Manager an action plan outlining existing and new steps to be taken to work to manage the graffiti problem along the Community Trail and throughout the City
- III. Formation of this Committee will expire after two years unless renewed by the City Council

### Article III. Membership

- A. **Membership.** There shall be seven (7) regular members and three (3) ex officio members as follows:
  - a. One City Councilor recommended by the Mayor and ratified by the City Council;
  - b. One Arts Commission representative;
  - c. One Community Trail Advisory Committee representative
  - d. One Recreation Advisory Committee representative
  - e. Police Chief ex officio, or designee
  - f. Planning Director ex officio, or designee
  - g. Community Services Director ex officio, or designee
  - h. One Representative of Dover Main Street
  - i. Two interested citizens at large
- B. **Attendance, Vacancies and Removal.** All appointments to the board shall serve for the terms appointed and until a successor shall have been appointed and qualified, unless any board member is absent for four (4) consecutive meetings or four (4) regular meetings in a calendar year, whereby a vacancy shall be created in the position, and said vacancy shall be filled by the appointing authority. Appointments made to fill any vacancies shall be for full terms to begin the date of appointment by the appointing

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authority unless otherwise provided in state statute. Conditions for removal of any board member shall be defined by statute, ordinance or the Charter.

#### **Article IV. Officers and Staffing**

- A. **Officers.** The officers consist of a Chair and Vice Chair 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 board. The Chair shall preside at all board meetings and set the board's agenda. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the board, 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. **Staff.** The City of Dover may provide staff support to the board 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.
- E. **Ad Hoc Positions.** The board may establish ad hoc positions as necessary which shall be filled by and selected by the membership and who shall serve at the pleasure of the membership for one-year terms. Members in ad hoc positions may be re-elected.

#### **Article V. Procedures**

- A. **Meetings.** The board 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 board 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.** Fifty-one percent (51%) of the voting membership of the board shall constitute a quorum.
- C. **Parliamentary Authority.** The parliamentary authority for the board is *Robert's Rules of Order Revised, 12th ed*, except as provided by these rules or local, state or federal law.
- D. **Subcommittees.** Pursuant to Robert's Rules 12<sup>th</sup> ed, section 49:14, by majority vote, this Committee may form subcommittees to achieve its purpose. These subcommittees shall not have the authority to act on behalf of the entire board.
- E. **Minutes.** Minutes shall be kept for all meetings of the board. 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 board at the next meeting of the board, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- F. **Recording of Meetings.** The Commission may arrange for video recording at meetings. If video is not available or utilized, meetings shall be recorded using audio equipment. All

recordings shall be provided to the City Clerk within five (5) business days of the meeting.

- G. **E-mail accounts.** Board members may obtain a City of Dover e-mail address to facilitate communications regarding meetings, agendas and the dissemination of information. Board members shall refrain from using e-mail to discuss issues with other members where the e-mail discussion directly or indirectly involves a quorum of the board. In addition, board members shall refrain from conducting the official business of the board outside the view of the public and the press unless permitted by state law.
- H. **Nonpublic meetings.** The board may conduct nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by General Legal Counsel for nonpublic meetings.
- I. **Subcommittees.** The board may establish subcommittees as necessary so long as: A) the board ratifies all recommendations and products made by the subcommittees and B) the membership size of each subcommittee does not match or exceed the amount constituting a quorum of the board.
- J. **Amendment of Rules.** These rules may be repealed or amended by a vote of the Dover City Council based upon the recommendation of the board.