

PEMIGEWASSET RIVER LOCAL ADVISORY COMMITTEE

BYLAWS

Adopted: September 26, 2017

(Replacing previous versions: June 20, 2005 and December 10, 1996)

Article I NAME

- A. The name of this voluntary organization shall be the Pemigewasset River Local Advisory Committee, hereinafter referred to as the Committee.

Article II AUTHORIZATION and DUTIES

- A. The authorization for the establishment of the Committee and its duties are set forth under New Hampshire RSA Chapter 483 and amendments thereto.
- B. The Committee shall:
 - 1. Advise the Commissioner of the New Hampshire Department of Environmental Services (hereinafter referred to as the Commissioner), the Rivers Management Advisory Committee (RMAC), and the municipalities through which the Pemigewasset River flows, on matters pertaining to the management of the river.
 - 2. Consider and comment on any federal, state or local governmental plans to approve, license, fund or construct facilities that would alter the resource values (water quality, water quantity, and aesthetic impact), and characteristics of the Pemigewasset River.
 - 3. Develop or assist in the development and adoption of a local river corridor management plan pursuant to RSA 483:10.
 - 4. Report biennially to the RMAC and the Commissioner on the status of compliance with federal and state laws and regulations, local ordinances and plans relevant to the Pemigewasset River.
- C. The Committee may apply for and accept, from any source, gifts, grants, and donations of money. The Committee may, without further authorization, expend any funds so received to carry out its duty pursuant to RSA 483:8-a.

Article III MEMBERSHIP

- A. The Commissioner shall appoint the Committee. Committee members shall be chosen from the lists of nominees submitted by the local governing bodies of Ashland, Bridgewater, Bristol, Campton, Franconia, Franklin, Holderness, Hill, New Hampton, Plymouth, Sanbornton and Thornton.
- B. The Commissioner may appoint at least one (1) person from each of these municipalities to the Committee. All members of the Committee shall be New Hampshire residents. In the event of a

member's resignation, the Commissioner shall appoint a new member upon the nomination of that municipality's governing body.

- C. The Committee shall be comprised of at least seven (7) members who represent a broad range of interests in the vicinity of the Pemigewasset River corridor. These interests may include, but not be limited to, local government, business, conservation interests, recreation, agriculture, and riparian landowners. If an interest is not represented by the local governing bodies' nominations, the Commissioner may appoint a member from the vicinity of the Pemigewasset corridor to the Committee who will represent that interest.
- D. The term of service for each member shall be three (3) years.
- E. Each participating municipality shall be entitled to one to three (1-3) members.

Article IV OFFICERS

- A. The Officers of the Committee shall consist of a Chair, Vice-Chair, Treasurer and Secretary.
- B. The Chair shall preside at all meetings and hearings of the Committee.
- C. The Chair or its designee shall have the authority to represent the views of the Committee before local, state, and federal governments, and public and private agencies carrying out the duties of the Committee.
- D. The Vice-Chair shall act for the Chair in his/her absence and assume such other duties as may be assigned by the Chair of the Committee.
- E. The Secretary shall record all meeting minutes and provide them to the regional planning commission for posting and distribution. The Secretary shall work with the regional planning commission to post and record all meeting notices and official correspondence and shall assume such other duties as may be assigned by the Chair or the Committee.
- F. The Treasurer shall receive and make payments as authorized by the Committee, maintain and reconcile bank accounts, report on all financial activity to the Committee at the regular monthly meeting, submit an annual report of all financial activity to the Committee, and transact any and all other necessary business as authorized by the Committee. Checks shall be endorsed by two of three (2 of 3) authorized signatures. A regional planning commission may serve in this capacity

Article V ELECTION OF OFFICERS

- A. Officers shall be elected annually in April of each year. A candidate receiving a majority vote of the members present shall be declared elected and shall serve for one year until a successor is elected. Vacancies in office shall be filled immediately at the next meeting by a majority vote of the members in attendance, providing a quorum is present.

Article VI VOTING POWERS

- A. Each member shall be entitled to one (1) vote and each member shall be present to vote.

- B. A quorum shall consist of at least one representative from a minimum of four (4) Pemi River corridor towns.
- C. Business may be conducted with any number of members present; but, should a quorum not be present, all business requiring a vote shall be deferred until the next regularly scheduled meeting. If the next regularly scheduled meeting fails to have a quorum, a favorable vote by a majority of members present shall decide for the Committee all such deferred business.
- D. Determinations of any matter before the Committee shall require a majority vote of members present, subject to the provisions of Article IX.

Article VII MEETINGS

- A. All meetings shall be open to the public. Notice of all meetings shall be posted at least 24 hours in advance and in accordance with all local, state, and federal laws.
- B. Regular meetings of the Committee will be held on the last Tuesday of each month. The Chair shall have the authority to cancel any scheduled meeting, as necessary (e.g., weather).
- C. Special meetings of the Committee may be called by the Chair provided that at least two days' notice of the time, place, and business of such meeting be given to each member.
- D. Robert's Rule of Order will govern the proceedings at the meetings when necessary as determined by the Chair.
- E. Records shall be kept of member attendance.
- F. The minutes of previous meetings shall be submitted for approval at the regular meeting and any errors noted and corrections made, after which the regular order of business may be addressed. The reading of the minutes may be dispensed with and the same approved if there are no objections. Copies of the minutes shall be forwarded to each member prior to the next meeting.
- G. Opportunity for public comment shall be made available at the discretion of the Committee.

Article VIII SUPPORT SERVICES

- A. The Committee may request support for its activities from each municipality and/or regional planning agencies for in-kind services, which may include, but not limited to, secretarial, postage expense, and photocopying.
- B. The Committee may request other support for its activities and accept the services of the Lakes Region Planning Commission, North Country Council, New Hampshire Office of Energy and Planning, New Hampshire Department of Environmental Services, local governments, or other entities as appropriate.

Article IX AMENDMENTS

- A. These bylaws may be amended at any regular meeting by majority vote provided that such amendment has been presented in writing to the Committee at its previous meeting.