



Boscawen
Bow
Canterbury
Concord
Franklin
Northfield

PO Box 3019 | Denacook, NH 03303

COMMITTEE BY-LAWS

I NAME

The name of this voluntary organization shall be the Upper Merrimack River Local Advisory Committee, hereinafter referred to as the "committee."

II AUTHORIZATION AND DUTIES

- A. The authorization for the establishment of the committee and its duties are set forth under NH RSA Chapter 483 and amendments thereto.
- B. 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 their duties. Monies will be accepted only by vote of the committee.
- C. The committee shall:
 1. advise the Commissioner of the NH Department of Environmental Services, the state River Management Advisory Committee, and the municipalities through which the Upper Merrimack 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 and characteristics of the river;
 3. develop or assist in the development and adoption of a local river corridor management plan under RSA 483:10. Such adoption shall be subject to the approval of the municipal legislative body of the municipality; and
 4. report annually to the River Management Advisory Committee and the Commissioner on the status of compliance with federal and state laws and regulation, local ordinances, and plans relevant to the Upper Merrimack River corridor.

III REPRESENTATIVES

- A. The Commissioner of the NH Department of Environmental services shall appoint the committee. Committee representatives shall be chosen from nominees submitted by the governing bodies of Boscawen, Bow, Canterbury, Concord, Franklin, and Northfield.
- B. Consistent with RSA 483:8-a II, the committee shall be composed of representatives who represent a broad range of interests in the vicinity of the Upper Merrimack River corridor. These interests shall include, but not be limited to; local government, business, conservation, recreation, agriculture, and riparian landowners. If an interest is not represented by the local governing bodies' nominations, the committee shall accept representatives that the Commissioner may appoint representative to the committee from the vicinity of the Upper Merrimack River corridor who will represent that interest.

- C. A representative's term shall be three (3) years from the date of appointment. A representative may serve multiple terms.
- D. Each participating municipality shall be entitled to no less than 2 and no more than 4 representatives. In the event of a representative's resignation, the Commissioner shall appoint a new representative upon the nomination of that municipality's governing board.
- E. Associate members may be appointed to the Committee annually by majority vote of full Committee members. Associate members are non-voting members of the Committee, but may engage in all remaining regular activities of the Committee. Associate membership is open to the residents, business owners, and others with a connection to the upper Merrimack River watershed.

IV OFFICERS

- A. The officers of the committee shall consist of a Chairperson, Vice-chairperson and Secretary and Treasurer.
- B. The Chairperson shall preside at all meetings and hearings of the committee. The Chairperson shall have the authority to represent the committee as required before local, State and Federal governments, and public and private agencies in carrying out the duties of the committee. The Chairperson has the authority to establish and direct special committees and sub-committees.
- C. The Vice-chairperson shall act for the Chairperson in his/her absence and assume such other duties as may be assigned by the Chairperson or the committee.
- D. The Secretary shall keep a record of all meeting notices, minutes, correspondence, and representative attendance and assume such other duties as may be assigned by the Chairperson or the committee.
- E. The Treasurer shall receive and make payments as authorized by the committee, submit a report of all financial activity to the committee at the regular monthly meeting, submit an annual report of all financial activity to the committee, maintain and reconcile bank accounts, and transact any and all other necessary business as authorized by the committee. At least two signatories shall be established for any account with two signatures necessary on any draft of over \$600.00 on any account.

V ELECTION OF OFFICERS

- A. Officers shall be elected annually in November of each year. A candidate receiving a majority vote of the representatives present shall be declared elected and shall serve for one year or until a successor is elected. Vacancies in office shall be filled immediately at the next meeting by a majority vote of the representatives present.

VI EXECUTIVE COMMITTEE

- A. The Executive Committee is composed of the four committee officers: Chairperson, Vice-chairperson, Secretary, and Treasurer.
- B. The committee shall, through its policy and procedure documents, assign functions to the Executive Committee for the day-to-day business of the committee.

VII VOTING POWERS

- A. A quorum, constituting more than half of the representatives, is required to hold a binding vote.

- B. Each representative shall be entitled to one vote. A vote by a majority of representatives present shall decide for the committee any agenda items stated in the meeting notice.
- C. Majority vote will be accepted as the rule of the committee.

VIII MEETINGS

- A. All meetings at which official action is taken shall be open to the public in accordance with NH RSA 91-A.
- B. Meetings shall be held at least four times per year. The meetings will be scheduled for the second Monday of the month but may be rescheduled, as needed, with public notice consistent with VIII E of these by-laws.
- C. The location of the meetings shall be on a rotational basis within each of the representatives' municipalities.
- D. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings.
- E. Special meetings may be called by the Chairperson with at least four (4) days notice to the representatives of the committee.

IX SUPPORT SERVICES

- A. The secretary shall be responsible for forwarding a copy of meeting notices, minutes, and other pertinent documents to the municipality's representative who shall then be responsible for photocopying and distribution of materials to the full committee prior to the next meeting.
- B. The committee may request support for its activities and accept the services from nonprofit organizations; federal, state, and local governments; and other agencies.

X AMENDMENTS

- A. These by-laws may be amended at any regular meeting by a majority vote of the committee provided that such amendment has been presented in writing to each representative at least 30 days preceding the meeting at which the vote is taken.

Amended by the UMLAC on June 10, 2019

Amended by the UMLAC on November 12, 2018

Amended by the UMLAC on January 10, 2005

Amended by the UMLAC on October 21, 1996

Adopted by the UMLAC on November 14, 1994