

**CITY OF KEENE
PARTNER CITY COMMITTEE
AGENDA**

Tuesday, July 14, 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/84296597782?pwd=ck9wT1p1MEptSG5LVUtYcVF4MWdGQT09>

Meeting ID: 842 9659 7782

Password: 612442

One tap mobile

+16465588656,,84296597782#,,,,0#,,612442# US (New York)

+13017158592,,84296597782#,,,,0#,,612442# US (Germantown)

5:00 pm to 6:00 pm



- 1. Call to Order**
- 2. Roll Call – Appoint Alternates (if required)**
- 3. Minutes of the Previous Meeting: May 12, 2020**
- 4. Board Business**
 - a.) Review Rules of Order & Compare with other advisory boards – *samples attached*
 - b.) Student Exchange – Update on postponement – *John* (place on more time)
 - c.) Planning for future exchanges with Einbeck
 1. Exchanges – YMC, dance, rugby
 2. Dedication of Einbeck’s old synagogue *meeting space* to coincide with October’s visit – delegation from Cohen Center.
 - d.) Discuss Promotional Activities/Media Opportunities to help promote PCC events and exchanges – *Dawn*
- 5. Communications:**
- 6. Reports:**
 - a.) Treasurer Report – *Delene*
 - b.) City funding update – *Delene*
- 7. New Business:**
 - a.) Fundraising Ideas
 - a.) Next Meeting: Next meeting is September 8, 2020
 - b.) More Time:
 - a.) Adjournment

City of Keene
New Hampshire

PARTNER CITY COMMITTEE
MEETING MINUTES

Tuesday, May 12, 2020

5:00 PM

Remote meeting via Zoom

Members Present:

Dr. Delene White
Will Schoefmann
Mari Brunner
John Mitchell, Chair
Kürt Blomquist
Dawn Thomas-Smith
Michael Giacomo, Councilor (arrived at 5:03 PM)

Staff Present:

Helen Mattson, Staff Liaison

George S. Hansel, Mayor

1) Call to Order

Chair Mitchell called the meeting to order at 5:00 PM.

2) Roll Call – Appoint Alternates (if required)

3) Minutes of the Previous Meeting – March 10, 2020

Mayor Hansel made a motion to approve the meeting minutes of March 10, 2020. Mr. Schoefmann seconded the motion, which passed by a unanimous vote.

Councilor Giacomo arrived at 5:03 PM.

4) Board Business

a. Student Exchange – Update on postponement – John

Chair Mitchell stated that he and the teacher in Einbeck email each other weekly, just thinking about ideas for what the student exchange might look like next time or when it may happen. He continued that there is really nothing to report right now.

b. Planning for October Exchange in Einbeck

Chair Mitchell stated that the report from Jürgen Herbst is that the Eulenfest has been canceled. He continued that Mr. Herbst wants them to do the exchange as soon as they can, but of course, no one knows when that will be yet. Einbeck is under fairly severe quarantine conditions.

Chair Mitchell asked if he should have Mr. Herbst send an official letter about this, or if it is just common sense. Mr. Blomquist suggested that Mayor Hanel and Ms. Mattson write an official note to Einbeck's Mayor, saying the Keene delegation will not be coming this year but they look forward to next year. Councilor Giacomo stated that he researched the coronavirus regulations and re-opening timelines, and it looks like intra-Europe travel will resume by September, so he doubts there would be international travel from the US allowed in October. Chair Mitchell agreed that sending a formal note could not hurt.

1. Future Exchanges – YMCA, Dance, Rugby

Chair Mitchell asked if anyone had any information to report. Mr. Schoefmann stated that he has yet to pitch the rugby idea. He continued that he imagines the idea would garner interest among the club locally. When the time is right, he will plant the seed, with the understanding that everything is in a holding pattern right now and it is unknown when everything will launch again. Chair Mitchell replied yes, everyone is interested; it is just a challenging time to start new things like this.

2. Dedication of Einbeck's old synagogue meeting space to coincide with October visit – delegation from Cohen Center

Chair Mitchell stated that he was surprised to learn there was more to this than what he first heard – he has learned that this will not necessarily be a religious space for religious people. It will be more of a community space. Probably the PCC should find out more before they involve people from the community, so they know what they are pitching.

Mayor Hansel stated that he thinks the Cohen Center is in touch with someone in Einbeck, because they had information about this and already knew about the postponement of the dedication. He continued that the Cohen Center is already connected and the PCC can thus support this effort but does not need to drive it.

Mr. Blomquist stated that he will check in with Tom White, who is a friend of his. He continued that yes, the Cohen Center is involved. The point of the synagogue dedication is to commemorate the Jewish population that was in Einbeck prior to World War II.

Dr. White stated that her research trip this summer has been canceled, but she can still try and be in touch with people she knows in Einbeck who might have information about what is happening, in the informal side.

c. Discuss Promotional Activities/Media Opportunities to Help Promote PCC Events and Exchanges – Dawn

Ms. Thomas-Smith stated that she thought they could post a well wishes sentiment to their friends in Einbeck, maybe with a piece of artwork. She continued that she was also going to reach out to Wally Secord to see if he has old photos to share. She asked for others' thoughts. Mr. Schoefmann, Dr. White, and Chair Mitchell agreed with the idea.

5) Communications

Mayor Hansel stated that he received a letter, and he acknowledged that he received it, but did not see the translation. He continued that it was a commemoration of the 75 year anniversary of WWII and probably deserves a more formal response than the one he gave. Mr. Blomquist stated that he has the translation that Dr. White did. He shared Dr. Sabine Michalek's letter (original, in German) on the screen, and Dr. White read it aloud in English. The letter states that May 8 will be the 75th anniversary of the end of WWII, and Dr. Michalek will be displaying a wreath with a ribbon that says "Our common responsibility for the future, for freedom, for democracy, and for a peaceful and humane world." Dr. White stated that partner cities are listed, including the City of Keene, and Einbeck is asking for the City of Keene's recognition and acknowledgment since the City of Keene will be on the ribbon.

Mayor Hansel showed the letter that he sent (or has prepared to send) on the screen, thanking Dr. Michalek and expressing the City of Keene's agreement with the commemoration. He stated that the response includes "This is a wonderful way to remember the freedoms we all fought for to ensure democracy, liberty, and world peace." PCC members thanked him. Discussion ensued about the wording of the letter, and Mr. Blomquist and Dr. White spoke about how to Germany, this is a solemn day of atonement and it is complicated. Mayor Hansel stated that Ms. Mattson is telling him the letter was already sent. He continued that he can take the committee's advice into account in future correspondence. Chair Mitchell stated that he is sure the appropriate emotions were sent.

Chair Mitchell stated that he hopes the City/PCC are doing everything they are supposed to, in terms of communicating with Einbeck. He continued that Einbeck keeps Keene in touch with everything that is going on there, and he hopes Keene does the same for them.

6) Reports

a. Treasurer Report – Delene

Dr. White stated that there is no new information. She continued that the former balance is the same.

Mr. Blomquist made a motion to accept the Treasurer Report. Mr. Schoefmann seconded the motion, which passed by unanimous vote.

Mr. Blomquist stated that tonight is the budget cycle for the City. He continued that under the Mayor and City Council's cost center of unclassified expenses, the PCC appropriation of \$5,000 is part of that budget submission at this point. They may want to keep an eye on it just in case there are questions or concerns during the budget review process.

7) New Business

a. Fundraising Idea

Chair Mitchell asked if anyone had fundraising ideas to discuss. Mayor Hansel stated that it is tough to think about right now with everything else going on. He suggests they revisit this in a couple months.

b. Review Rules of Order

Mayor Hansel stated that they can do this next month. Mr. Schoefmann asked for a reminder of what they are doing. Mayor Hansel replied that they were going to compare this committee's Rules of Order with those of other committees, to see if the PCC wants to make changes. For example, do they have to go through the formality of accepting every report with a vote?

Chair Mitchell asked if this should be on next month's agenda. Others agreed. Chair Mitchell asked if Mayor Hansel could talk about it at the next meeting. Mayor Hansel agreed and stated that Ms. Brunner's input would be valuable too. Ms. Brunner replied yes, she would be happy to share examples from other committees. She will send information to Ms. Mattson to put in the next agenda packet.

8) Next Meeting: June 9, 2020

Chair Mitchell stated that he assumes the next meeting will be held via Zoom as well. Ms. Mattson replied yes.

9) More Time:

10) Adjournment

There being no further business, Chair Mitchell adjourned the meeting at 5:29 PM.

Respectfully submitted by,

ACRONYM Meeting Minutes
Month Date, Year

DRAFT

Britta Reida, Minute Taker

City of Keene
NEW HAMPSHIRE

PARTNER CITY COMMITTEE

Rules of Procedure

1. **Meetings:** Meeting times and dates are to be determined by members of the Partner City Committee (hereinafter "Board"). All meetings must be open to, and accessible by, the public. Meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City's website in accordance with RSA 91-A:2. At least three (3) meetings shall be held each calendar year.

2. **Minutes:** Minutes of such meetings shall be kept in accordance with RSA 91-A:2, and shall include the following: the name of the Board; date, time and location of the meeting; the members present; the members absent; the time that the meeting was called to order and by whom; motions or other actions taken including who made the motion and who seconded; who voted and how; who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Board; the subject matter discussed; the time the meeting adjourned; the name of the minute taker. If there is no minute taker specifically assigned to the Board, the Chair shall designate an appropriate individual for this purpose. Within 5 days of the close of the meeting of the Board, the minute taker shall submit the draft minutes to the Staff Liaison for the Board. The Chair, or Vice-Chair, shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. Examples of appropriate corrections include spelling of names, grammar, citations, and technical jargon. In no case shall a correction alter what was said or discussed at the meeting, or the result of any action taken. All corrections shall be made with "track changes" or a similar feature turned on so that other Board members are aware of any such corrections. If extensive revisions are being requested by a member, the Board should conduct the review at the end of the regular agenda items. Once approved, meeting minutes shall be immediately filed with the City Clerk.

3. **Quorum:** A quorum shall consist of a majority of the total eligible number of members that may be appointed to the Board, either under state law or by City Code, regardless of the number of members actually appointed. Board business shall not be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member to form a quorum, and shall be appointed by the Chair at any time in the absence of any regular member. Unless the appointed alternate member becomes unable to continue to participate, the alternate member so appointed should continue to serve in the place of the absent regular member if a matter under consideration by the Board extends over multiple meetings, and/or until that matter has been completed. A quorum of the Board shall always be physically present at the location specified in the public notice, and no Board business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion. A member may participate by telephone or other electronic communication when the member's attendance is not reasonably practical, the reason for absence is stated in the minutes, and all participants, including the public, are able to hear, read and discern the meeting discussion. Email communications among the Board or between the

Board and Staff Liaison shall be used only for the transmittal of administrative matters such as scheduling or the transmittal of information to be acted upon at the public meeting. Board business shall not be conducted in any manner other than at a duly noticed public meeting.

4. **Elections:** At the first meeting of the new calendar year the Board shall elect, by simple majority, a Chair and a Vice-Chair.

5. **Presiding Officer:**

- A. The Chair shall preside over the meeting and call the members to order.
- B. In case of absence of the Chair, if a quorum is determined to be present, the Board shall proceed with the Vice-Chair acting as the presiding officer.
- C. In the event that both the Chair and Vice-Chair are absent, and if a quorum is determined to be present, the Board shall proceed to elect a Board member, by majority vote of those present, as Temporary Chair of the meeting until the presiding officer appears.

6. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a member of the Board or the public, shall respectfully address the members of the Board and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other individual's argument or vote. The Chair shall act on all proper motions for which there is a second. A motion to call the question shall require two-thirds (2/3) vote and is not debatable.

7. **Order of Business:** The business of all regular meetings shall be transacted in the following order:

- A. Call to order.
- B. Roll call of attendance.
- C. Acceptance of minutes of preceding meeting.
- D. Board business on meeting agenda.
- E. New business
- F. Adjournment.

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9. **Communications:** Communications to be introduced to the Board must be signed by the person introducing the same, either by hand or scanned and submitted electronically, must give his or her residential address or mailing address, if different, at which he or she can be notified of meetings, and telephone number, if available. Communications not containing all of the above will not be accepted by the Staff Liaison, or by the Chair, and will not be placed on the agenda of the Board. Communications addressed to a Board member of a personal or argumentative nature

shall not be introduced in the meeting. Any email communication directly to a member of the Board relating to a matter before the Board must be provided to Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record. If the Board decides to submit a written memorandum on a matter before it to the City Council, it shall direct the Staff Liaison to draft the memorandum for review and approval by the Chair prior to submission to the City Council.

10. **Order of Business - Out of Order:** The Chair may permit any item of business to be taken out of the regular order as set by the agenda unless there is an objection by a Board member in which case a majority of the Board may vote to take the item out of order.

11. **Reports:** When required, the Board shall issue a Majority Report as "Informational" or as a Recommendation to the City Council based on the findings of the Board. A simple majority of the quorum shall be sufficient for the report.

12. **Tie Vote:** In case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.

13. **Reconsideration:** After the decision of any question, any member who voted with the prevailing side may move for reconsideration for that action at the next regular meeting of the Board. For the purposes of this Rule, the next regular meeting of the Board shall be the next regularly scheduled meeting of the Board which is at least ten (10) days after the meeting of the Board at which the decision to be reconsidered occurred. The Board member shall submit a written notice and the question shall be placed on the agenda in accordance with these Rules of Procedure ("Rules"). A motion to reconsider shall require a majority vote of the Board members present. If the motion to reconsider is approved, then the matter shall be before the Board for further discussion and appropriate action. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made. If the original vote is sustained at the next regular meeting as defined herein, the Board shall have no further right of reconsideration on the question.

14. **Conflict of Interest:**

- A. Every member present when a question is placed before the Board shall vote thereon, except when the member has a conflict of interest in the matter as defined by Article VI, Conflict of Interest, and Section 25, Communications, of the Charter of the City of Keene. A conflict may exist when a Board member's spouse, civil union partner, parent, child, or other member of the Board member's immediate family has a conflict. A conflict exists when a business or individual has a matter before the Board and the Board member is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Board meeting, the Board member shall file the written particulars of the conflict of interest with the Staff Liaison for inclusion on the Board agenda. If the conflict becomes known to the Board member during a meeting, the Board member should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of Board members present. When such a conflict exists, the member having the conflict shall

be recused and shall be prohibited from participating in the discussion and shall not vote on the matter. No Board member having a conflict of interest may discuss the matter in which they have a conflict with any other Board member in any other place or any other time.

- B. Any Board member having reasonable grounds to believe that another Board member has a conflict of interest may raise the issue on their own motion. The question will then be decided as set forth above.


15. **Non-Public Session:** City Boards and Commissions may not enter a non-public session without prior notice to, and the presence of, City Staff at the meeting. In the event of a requirement to enter into non-public session, a majority of members present at a Board meeting may, by roll call, vote to go into non-public session in accordance with RSA 91-A:3. The motion shall state the specific statutory basis relied upon for the non-public session. All persons who are not Board members qualified to participate in the discussion shall leave the meeting, unless specifically requested to remain. No action or decision with respect to the matter shall be taken in non-public session. Minutes of the non-public sessions shall be taken and the minutes shall be publicly disclosed within seventy-two (72) hours unless, by recorded vote of two-thirds (2/3) of the members present, the minutes are sealed in accordance with RSA 91-A:3. The minutes of any non-public meeting shall be designated as such and shall be filed with the City Clerk no more than seventy-two (72) hours after the meeting.

16. **To Amend Rules:** These Rules may be amended or new Rules adopted by a two-thirds (2/3) vote of all members appointed to the Board. The public meeting notice shall state that a proposal to amend the Rules is included on the meeting agenda. Proposed amendments shall be submitted in writing at a regular Board meeting, but shall not be acted upon until the next regular meeting of the Board. An amendment to the Rules shall become effective upon passage.

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18. **Rules of Order - Roberts Rules of Order** shall govern points of order not covered herein.

Adopted this 10th day of December, 2019.


Irene Davis, Chair

City of Keene
NEW HAMPSHIRE

ENERGY AND CLIMATE COMMITTEE

Rules of Procedure

1. **Meetings:** Meeting times and dates are to be determined by members of the Energy and Climate Committee (hereinafter “Board”). All meetings must be open to, and accessible by, the public. Meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City’s website in accordance with RSA 91-A:2. At least three (3) meetings shall be held each calendar year.

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Adopted this _____ day of _____, 2020.

_____, Chair

City of Keene
NEW HAMPSHIRE

BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

Rules of Procedure

1. **Meetings:** Meeting times and dates are to be determined by members of the Bicycle/Pedestrian Path Advisory Board (hereinafter "Board"). All meetings must be open to, and accessible by, the public. Meeting times and locations will be posted at least twenty-four (24) hours in advance of any such meeting in two (2) appropriate places, one of which may include the City's website in accordance with RSA 91-A:2. At least three (3) meetings shall be held each calendar year.

2. **Minutes:** Minutes of such meetings shall be kept in accordance with RSA 91-A:2, and shall include the following: the name of the Board; date, time and location of the meeting; the members present; the members absent; the time that the meeting was called to order and by whom; motions or other actions taken including who made the motion and who seconded; who voted and how; who recused and the reason for recusal, and whether the action passed or failed; the names of persons appearing before the Board; the subject matter discussed; the time the meeting adjourned; the name of the minute taker. If there is no minute taker specifically assigned to the Board, the Chair shall designate an appropriate individual for this purpose. Within 5 days of the close of the meeting of the Board, the minute taker shall submit the draft minutes to the Staff Liaison for the Board. The Chair, or Vice-Chair, shall review the draft minutes and may make such corrections as are necessary to ensure that information required to be included in the minutes of such meetings is accurate. Examples of appropriate corrections include spelling of names, grammar, citations, and technical jargon. In no case shall a correction alter what was said or discussed at the meeting, or the result of any action taken. All corrections shall be made with "track changes" or a similar feature turned on so that other Board members are aware of any such corrections. If extensive revisions are being requested by a member, the Board should conduct the review at the end of the regular agenda items. Once approved, meeting minutes shall be immediately filed with the City Clerk.

3. **Quorum:** A quorum shall consist of a majority (a minimum of 50% plus 1) of the total eligible number of members that may be appointed to the Board, either under state law or by City Code, regardless of the number of members actually appointed. No Board business shall be conducted in the absence of a quorum. An available alternate member shall be appointed by the Chair in the absence of a regular member to form a quorum, and shall be appointed by the Chair at any time in the absence of any regular member. An alternate member so appointed shall continue to serve in the place of the absent regular member if a matter under consideration by the Board extends over multiple meetings, and/or until that matter has been completed. A quorum of the Board shall always be physically present at the location specified in the public notice, and no Board business shall be conducted through email or other electronic communication that does not allow the public to hear, read or otherwise discern the meeting discussion. A member may participate by telephone or other electronic communication when the member's attendance is not reasonably practical, the reason for absence is stated in the minutes, and all participants, including the public, are able to hear, read and discern the meeting discussion. Email communications

among the Board or between the Board and Staff Liaison shall be used only for the transmittal of administrative matters such as scheduling or the transmittal of information to be acted upon at the public meeting. Board business shall not be conducted in any manner other than at a duly noticed public hearing.

4. **Elections:** At the first meeting of the new calendar year the Board shall elect, by simple majority, a Chair and a Vice-Chair.

5. **Presiding Officer:**

- A. The Chair shall preside over the meeting and call the members to order.
- B. In case of absence of the Chair, if a quorum is determined to be present, the Board shall proceed with the Vice-Chair acting as the presiding officer.
- C. In the event that both the Chair and Vice-Chair are absent, and if a quorum is determined to be present, the Board shall proceed to elect a Board member, by majority vote of those present, as Temporary Chair of the meeting until the presiding officer appears.

6. **Right of Floor:** The Chair shall control the meeting. When recognized by the Chair, a member of the Board or the public, shall respectfully address the members of the Board and shall confine themselves to the question under debate, avoid personal comments, and refrain from impugning the motives of any other individual's argument or vote. The Chair shall act on all proper motions for which there is a second. A motion to call the question shall require two-thirds (2/3) vote and is not debatable.

7. **Order of Business:** The business of all regular meetings shall be transacted in the following order:

- A. Call to order.
- B. Roll call of attendance.
- C. Acceptance of minutes of preceding meeting.
- D. Board business on meeting agenda.
- E. New business
- F. Adjournment.

8. **Meeting Agenda:** The meeting agenda shall be prepared by the Staff Liaison on consultation with the Chair, or in the absence of a Staff Liaison, by the Chair. Items to be placed on the meeting agenda must be received by the Staff Liaison a minimum of five (5) business days prior to the scheduled meeting. No subject matter that is not on the agenda shall be discussed at the meeting, but shall be referenced under New Business and shall be placed on the agenda for discussion at the next regular meeting.

9. **Communications:** Communications to be introduced to the Board must be signed by the person introducing the same, either by hand or scanned and submitted electronically, must give his or her residential address or mailing address, if different, at which he or she can be notified of meetings, and telephone number, if available. Communications not containing all of the above will not be accepted by the Staff Liaison, or by the Chair, and will not be placed on the agenda of

the Board. Communications addressed to a Board member of a personal or argumentative nature shall not be introduced in the meeting. Any email communication directly to a member of the Board relating to a matter before the Board must be provided to Staff Liaison, or to the Chair, for compliance with this paragraph and for inclusion in the record. If the Board decides to submit a written memorandum on a matter before it to the City Council, it shall direct the Staff Liaison to draft the memorandum for review and approval by the Chair prior to submission to the City Council.

10. **Order of Business - Out of Order:** The Chair may permit any item of business to be taken out of the regular order as set by the agenda unless there is an objection by a Board member in which case a majority of the Board may vote to take the item out of order.

11. **Reports:** When required, the Board shall issue a Majority Report as "Informational" or as a Recommendation to the City Council based on the findings of the Board. A simple majority of the quorum shall be sufficient for the report.

12. **Tie Vote:** In case of a tie vote on any motion or recommendation, said motion or recommendation shall be deemed defeated.

13. **Reconsideration:** After the decision of any question, any member who voted with the prevailing side may move for reconsideration for that action at the next regular meeting of the Board. For the purposes of this Rule, the next regular meeting of the Board shall be the next regularly scheduled meeting of the Board which is at least ten (10) days after the meeting of the Board at which the decision to be reconsidered occurred. The Board member shall submit a written notice and the question shall be placed on the agenda in accordance with these Rules of Procedure ("Rules"). A motion to reconsider shall require a majority vote of the Board members present. If the motion to reconsider is approved, then the matter shall be before the Board for further discussion and appropriate action. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made. If the original vote is sustained at the next regular meeting as defined herein, the Board shall have no further right of reconsideration on the question.

14. **Conflict of Interest:**

- A. Every member present when a question is placed before the Board shall vote thereon, except when the member has a conflict of interest in the matter as defined by Article VI, Conflict of Interest, and Section 25, Communications, of the Charter of the City of Keene. A conflict may exist when a Board member's spouse, civil union partner, parent, child, or other member of the Board member's immediate family has a conflict. A conflict exists when a business or individual has a matter before the Board and the Board member is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Board meeting, the Board member shall file the written particulars of the conflict of interest with the Staff Liaison for inclusion on the Board agenda. If the conflict becomes known to the Board member during a meeting, the Board member should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of Board

members present. When such a conflict exists, the member having the conflict shall be recused and shall be prohibited from participating in the discussion and shall not vote on the matter. No Board member having a conflict of interest may discuss the matter in which they have a conflict with any other Board member in any other place or any other time.

- B. Any Board member having reasonable grounds to believe that another Board member has a conflict of interest may raise the issue on their own motion. The question will then be decided as set forth above.

15. **Non-Public Session:** City Boards and Commissions may not enter a non-public session without prior notice to, and the presence of, City Staff at the meeting. In the event of a requirement to enter into non-public session, a majority of members present at a Board meeting may, by roll call, vote to go into non-public session in accordance with RSA 91-A:3. The motion shall state the specific statutory basis relied upon for the non-public session. All persons who are not Board members qualified to participate in the discussion shall leave the meeting, unless specifically requested to remain. No action or decision with respect to the matter shall be taken in non-public session. Minutes of the non-public sessions shall be taken and the minutes shall be publicly disclosed within seventy-two (72) hours unless, by recorded vote of two-thirds (2/3) of the members present, the minutes are sealed in accordance with RSA 91-A:3. The minutes of any non-public meeting shall be designated as such and shall be filed with the City Clerk no more than seventy-two (72) hours after the meeting.

16. **To Amend Rules:** These Rules may be amended or new Rules adopted by a two-thirds (2/3) vote of all members appointed to the Board. The public meeting notice shall state that a proposal to amend the Rules is included on the meeting agenda. Proposed amendments shall be submitted in writing at a regular Board meeting, but shall not be acted upon until the next regular meeting of the Board. An amendment to the Rules shall become effective upon passage.

17. **Creation of Subcommittees:** The Board may create subcommittees as necessary to assist in its operations, which shall be advisory to the Board. Subcommittees shall be created by vote of the Board for a stated purpose, identifying the specific Board members appointed, with the purpose and membership included in the minutes of the Board. Non-Board members shall not be appointed to subcommittees. Subcommittees are public bodies under RSA 91-A, and are subject to all of the requirements applicable to the Board under the foregoing Rules of Procedure, including prior public notice of meeting dates, times and meeting locations which are accessible to the public, and keeping and submitting appropriate minutes within the time periods stated above.

18. **Rules of Order - Roberts Rules of Order** shall govern points of order not covered herein.

Adopted this 14th day of AUGUST, 2019.

 _____, Chair