

## **SUSTAINABILITY COMMITTEE**

Town of Hudson NH

### **POLICIES AND PROCEDURES**

**MEMBERS:** The Sustainability Committee (formerly called the Recycling/Energy Committee) is a seven-member committee with three alternates. There is one Selectman liaison and the Public Works Director as an ex-officio member, pursuant to Hudson Board of Selectmen vote on 8/25/15.

**MEMBER SELECTION:** Members are residents of Hudson who volunteer to participate on the Committee. They are interviewed and approved by the Board of Selectmen for 3-year terms, normally set to expire on April 30 of the third year. At the end of a term, members may apply to the Board of Selectmen to be re-appointed to the Committee. If there is a vacancy on the Committee because a member resigns or moves, it is advertised and filled by the Board of Selectmen to end on April 30 of the current term, or to fill the term of the absent member.

Members serve without compensation but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

Members are permitted to request information from Town departments and officials in the course of their duties, and may seek advice and consultation from other citizens, government employees and officials, professionals, and other groups as needed.

**OFFICERS:** There are three officers of the Committee: Chairman, Vice Chairman and Secretary. The Chairman will create an agenda for each meeting and have it posted at least 24 hours prior to each meeting; will gather information for items on the agenda and provide it to the committee members; will preside over committee meetings; and will be the liaison between committee members and Town Staff and Selectmen. The Chairman will submit the Annual Report of the committee to the Board of Selectmen for inclusion in the Annual Report of the Town.

The Vice-Chairman will perform the duties of the chairman when the chairman is unable to do so; and will perform any other duties requested by the chairman or by the committee.

The Secretary will take minutes at the meetings; will write the minutes and present them to the members a minimum of one week prior to the next meeting; and will make any corrections noted at the meeting. The final minutes will be emailed to the Town Administrator/Board of Selectmen for filing. The final version will be made available to the public as soon as practicable through [hudsonnh.gov](http://hudsonnh.gov), the official website for the town of Hudson.

A member of the committee may propose a new officership and its responsibilities, all of which must be approved by vote by a quorum of committee members.

**MEETINGS:** The Sustainability Committee meets on the fourth Monday of the month at 7:00 PM in one of the Town Meeting Rooms. All meetings are open to the public. If the regular meeting day is a holiday or in a holiday season, the meeting may be canceled, or another date may be chosen by consensus of the members. The Town Administration will be notified of any changes in the meeting schedule as voted on by the members. The revised meeting dates will be posted in a timely manner on the Town Calendar.

Meetings shall follow an abridged version of Robert's Rules of Order; members will request permission to speak from the Chairman and will address the Committee through the Chairman. One person at a time has permission to speak and will be identified so the TV camera can focus on each speaker.

**AGENDA:** An agenda for each meeting will be made by the Chairman of the Committee and will be posted at Town Hall at least 24 hours before the meeting. Information pertaining to the items on the agenda will be gathered by the Chairman wherever possible with the goal to send the information and Agenda to all members at least 4 days before the meeting. This timing is to allow members to prepare for discussion and voting if relevant. An example: The Agenda and all documents needed for a meeting are to be released to members no later than the Thursday before a Monday meeting.

**RIGHT TO KNOW:** The committee complies with the New Hampshire statutes covering public access to government information (informally known as the Right-To-Know laws). Members may not discuss any business of the committee in person or by email except within the scope of a regular meeting.

Members correspond with each other by email using the BCC feature with the Hudsonsustainability@gmail.com email account which will be monitored by the chairman or such other member to whom he/she designates this responsibility. Members are encouraged to set up a committee specific email account. Subcommittees planning events are not subject to these restrictions.

**QUORUM and VOTING:** A majority of the regular members of the Committee shall constitute a quorum for the transaction of business. At any meeting, if a regular member is absent, an Alternate may be seated in his/her place and is then included when defining a quorum and when votes are taken. (Otherwise, alternates participate in discussion but do not vote.) At any meeting where a quorum is present, the acts of the majority of the members at such meeting shall be acts of the Committee.

Any member unable to attend a meeting shall notify an officer of the committee as far in advance of the meeting as possible.

**SUBCOMMITTEES:** Subcommittees may be formed at the request of the chairman or any other member of the committee when a specific task or project is identified that a subcommittee can perform. The chairman may ask for members to volunteer for the subcommittee or may

appoint members if needed. For example, subcommittees may be formed to organize events and/or to pursue specific information or contribute to projects within the town.

**OPERATING EXPENSES:** The committee shall have the authority to request appropriations from the Board of Selectmen as part of their budget. Any other funds appropriated to the committee shall be maintained in accordance with state financial requirements for the purpose of the committee. The committee shall have the authority to recommend to the Selectmen that they receive gifts, grants or money from any sources that shall be held for the purposes of the committee and used solely for these stated purposes. Any funds from private, state, or federal sources that impose any obligation on the Town shall be accepted only by consent of the Board of Selectmen.

**AMENDMENTS TO POLICIES AND PROCEDURES:** These policies and procedures may be amended or repealed and replaced by a vote of 2/3 of the members. At least 30 days written notice must be given of a request to alter or repeal them. Proposed changes will be provided in writing at that time. Proposed changes will be discussed and voted on at the next regular committee meeting.