

Model Bylaw: NH Town Energy Committee

I. Mission

The mission of the Town Energy Committee is to promote energy conservation, energy efficiency, and explore other ways to reduce carbon emissions among the town's residents, businesses, and in municipal affairs. The committee aims to assist the town in addressing these goals as laid out in the Town Meeting vote on March 13, 2007 (or other appropriate date). These goals will be accomplished through educational activities and programs designed to encourage people to pay attention to their energy needs, consumption habits, and short- and long-term interests. The committee will make recommendations to and cooperate and communicate with town officials, boards and commissions as well as public and private groups with similar concerns, and with the appropriate agencies of the state, regional, and federal governments.

II. Membership

The Town Energy Committee shall consist of seven members appointed by the Board of Selectmen. Appointments shall be for two years. During the first year of appointment three (3) members shall be for a term of one year in order to establish a staggered appointment schedule. Each member shall be a resident of the Town. All members shall serve without compensation, but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties.

- A. Vacancies. All vacancies shall be filled by the Board of Selectmen within six months. Appointments filling vacancies shall be for the remainder of the term of appointment.
- B. Removal. The Board of Selectmen may remove any member if just cause is stated in writing and after a public hearing on the matter, if that member requests one.
- C. The Commissions shall be 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.

III. Officers

The committee shall elect the following officers annually at the first meeting of the group after the scheduled appointments:

- A. Chairperson shall preside at all meetings of the committee and when he or she is present and shall direct the work of the committee. The chair may appoint annually chairs of any standing committees from the membership as approved by the committee. The chair shall submit a brief annual report to the Board of Selectmen for publishing in the Annual Town Report. The Chair shall ensure continuing liaison between the committee and the Board of Selectmen, Planning Board, Conservation Commission, and other town agencies and departments.
- B. Vice chairperson shall assume all duties and powers in the absence of the chairperson.

- C. Clerk shall keep minutes of all meetings and proceedings of the committee and record any action taken. Clerk shall post notices of committee meetings and give notice to members when necessary. Minutes shall be submitted to the Town Clerk and Board of Selectmen's office for filing.
- D. Treasurer shall recommend action on all bills received by the committee. Treasurer shall ensure the authorization of payment of any bills, as approved by the committee, for submission to the Board of Selectmen for payment. Treasurer shall submit an annual financial statement to the Town. The Treasurer shall consult with the town Treasurer to insure compliance with state law.

IV. Meetings

The committee meetings shall be open to the public in accordance with NH RSA 91-A, and be held at a regular time and place when possible. The time and place of each meeting shall be posted in accordance with these requirements. All records and minutes of any committee meeting or action shall be filed with the Town Clerk and Board of Selectmen and be made available to the public.

Four members shall constitute a quorum. Members shall make every effort to attend all meetings and perform such duties as are assigned. Any member unable to attend a meeting shall notify an officer of the committee and make a report available for that meeting if requested.

V. 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.

VI. Amendments

These bylaws may be amended at any regular meeting of the committee by a two-thirds vote of the committee. Written notice of intent to amend must be publicly posted, sent to each member of the committee, and sent to the Board of Selectmen, at least seven days prior to the meeting at which the proposed action is to be taken.