



**Town of Bow
Business Development Commission**

RULES OF PROCEDURE

Adopted 4/20/00; Revised 4/19/06

I. GENERAL

- A. These Rules shall govern the operations of the Business Development Commission.
- B. For the purposes of these rules, the "Commission's Agent" shall mean the Director of Community Development.

II. OFFICERS

- A. Annually, the Commission shall elect officers at a duly noticed regular meeting or work session which occurs after the Board of Selectmen has made appointments for the coming year. The election shall be held after the Annual Town Meeting but no later than the September Commission meeting.
- B. The officers of the Commission shall include a Chair, Vice-Chair, and Secretary. The officers shall serve until they resign or their term expires.
- C. The duties and responsibilities of the officers are as follows:
 - 1. The Chair shall preside over all meetings of the Commission. The Chair shall be spokesperson for the Commission and shall be responsible, in coordination with the Commission's Agent and Recording Secretary for receiving and sending communications relative to Commission business, preparation and distribution of meeting minutes and agendas, posting and publication of meeting notices, and preparation and distribution of Commission Notices.
 - 2. The Vice-Chair shall exercise the duties of the Chair in the absence or unavailability of the Chair or when the Chair specifically requests.
 - 3. The Secretary shall certify all approved minutes of the Board meetings. In the absence or unavailability of the Chair and Vice-Chair, the Secretary shall exercise the duties of the Chair.

III. COMMUNICATIONS

- A. All written communications to the Board shall be directed to:

Chair of the Bow Business Development Commission
Bow Municipal Building
10 Grandview Road
Bow, NH 03304

- B. Between meetings, parties may directly contact the Commission's Agent at the Municipal Building for information and assistance.

IV. MEETINGS

- A. All meetings and work sessions of the Commission are open to the public except when the Commission shall legally vote to adjourn to an Executive Session.
- B. All Permanent and Alternate members of the Commission are expected to attend all meetings. When there is an insufficient number of Permanent members to equal a quorum at a Commission meeting, the Chair shall have the discretion to designate Alternates to vote in place of the absent Permanent members. The Chair shall also have the discretion to designate additional Alternate members to vote to achieve a maximum meeting complement of voting members.
- C. A quorum of the Commission is a total of four (4) Full-time members and/or Alternates designated to vote by the Chair. Any action of the Commission may be adopted by a majority vote of those present and voting, but in no event by less than three (3) full-time or designated voting Alternate members of the Board.
- D. Unless otherwise designated in public notices, all meetings of the Commission will be held at the Town of Bow Municipal Building, 10 Grandview Road, Bow, NH.
- E. Members of the public or representatives of the media shall be allowed to observe, record, file and/or videotape Commission meetings so long as they are not disruptive and do not interfere with the conduct of the Commission business. In the event of a disruption, the Chair may order the offending parties to leave the meeting room or cease the activities which are causing the disturbance.

- F. When authorized by RSA 91-A:3, the Commission may hold all or a portion of a meeting in non-public session upon a majority roll-call vote in favor of a motion to that effect. Minutes of the non-public session shall be kept in conformance with RSA 91-A.
- G. The minutes of Commission meetings shall be available for public inspection and shall include any decisions made.
- H. The vote of each Commission member shall be recorded as favoring, opposing, or abstaining.
- I. The participation of Commission members in decisions before the Commission shall be made in accordance with the spirit and intent of RSA 673:14 in regards to conflicts of interest.

V. PUBLIC HEARINGS

- A. The Chair shall preside over all hearings.
- B. Persons requesting to speak during that portion of the hearing open to the public shall address all comments to the Commission. All speakers must state their name and address.
- C. Upon opening a hearing, the Chair shall call upon the proponent or his/her agent(s) to present the proposal and respond to any questions or concerns expressed by the Commission.
- D. All persons with a direct interest in the proposal and Town Officials, or their agents, may testify in person at the hearing or in writing at or before the hearing. Other persons will be permitted to testify at the discretion of the Chair.
- E. The Chair shall have the discretion to limit each speaker to five (5) minutes. Each speaker may be limited to two (2) opportunities to address the Commission at one hearing. Those who wish to testify are encouraged to submit their comments in writing in advance of a hearing to assure that their comments will be conveyed to the Commission even if time prevents them from fully expressing their views at the hearing.
- F. The Chair shall close the public hearing after all parties have been heard and the Commission shall proceed to consider the proposal as appropriate.

VI. REMOVAL FROM OFFICE

- A. Members and officers of the Bow Business Development Commission shall be removed only for cause and only in conformance with RSA 673:13
- B. The Chair of the Commission may request that a Commission member submit his or her resignation whenever the Commission member has missed several meetings or has failed to meet his or her responsibilities.
- C. Three un-excused absences or five total absences within one year may be considered neglect of duty per RSA 673:13

VII. ALTERNATES AND COMMITTEES

- A. The Commission may recruit volunteers to assist in the pursuit of Commission tasks.
- B. Alternates appointed by the Board of Selectmen shall participate fully in the pursuit of Commission tasks and meetings and shall vote on Commission business when appointed to fill the vacancy of a regular member.
- C. After authorization by the Commission, the Chair may appoint members and other persons to committees. Such committees derive their responsibilities and authority from the Commission.

VIII. MISCELLANEOUS

- A. These Rules may be amended at any regular meeting of the Board for which proper notice of the amendment is given.

Adopted on April 20, 2000, following discussion on April 5, 2000, and a public hearing on April 20, 2000.

Amended on April 19, 2006, following discussion on April 19, 2006.

attest: Joseph R. Brigham 05-15-2006
Joe Brigham, Chair dated