

KENSINGTON HERITAGE COMMISSION PROCEDURAL RULES

The Kensington Heritage Commission (henceforth referred to as the "Commission") shall be governed by Chapters 673 and 674 of the New Hampshire Revised Statutes Annotated, as amended.

MANDATE: The Town established the Commission for the "proper recognition, use and protection of resources" that are "valued for their historic, cultural, aesthetic or community significance."

I. MEMBERSHIP

- A. The Commission shall consist of seven voting members.
 - 1. Five at-large members appointed by the Board of Selectmen to 3-year rotating terms, with staggered initial terms.
 - 2. One member of the Board of Selectmen.
 - 3. One member of the Planning Board.
- B. There may be up to five 3-year term alternates, with staggered initial terms, appointed by the Selectmen. An alternate is a non-voting member except in the absence of a voting member when he/she may vote in place of the absentee. Selection of a voting alternate member is determined by longest length of time since his/her appointment.
- C. To resign a member shall submit written notification to the Board of Selectmen.
- D. In the event of the resignation of a voting member the alternate members, in order of seniority, shall be given the opportunity to submit their names to the Board of Selectmen for appointment.
- E. Persons working on projects or events with the Commission will be considered volunteers, not members.

II. OFFICERS

- A. A Chair, Treasurer and Secretary shall be elected from appointed members in May by a majority vote of the Commission. Terms shall begin immediately following the vote. Each officer shall serve for one year and be eligible for re-election with no term limits.
- B. The Chair shall prepare for and preside over meetings, appoint such committees/groups as directed by the Commission and affix his/her signature in the name of the Commission. The Chair shall appoint a member to preside over meetings in the event of his/her absence.

- C. The Treasurer shall keep reports on financial transactions for the Commission's Town Budget account and any special restricted fund(s) established in the name of the Commission, and provide a monthly meeting status on income and expenses.
- D. The Secretary shall take and file minutes, keep all records and manage the clerical work of the Commission.

III. FUNDING

A. Sources of funds

1. Town Budget

- a. The Treasurer and Chair shall prepare a budget for presentation, discussion and voting at the December meeting.
- b. The Chair or Treasurer shall submit the budget request for funding to the Board of Selectmen and the Budget Advisory Committee.

2. The Heritage Fund, a special revenue fund. (If voted by the Town to establish such fund.)

B. Uses of funds

1. Town Budget

- a. Expenditures greater than \$250 must be approved by a majority of the voting members.
- b. Approval for expenditures is subject to any limitations required by the Board of Selectmen.
- c. All requests for reimbursement, with relevant receipts, shall be presented to the Treasurer for submission to the Town Bookkeeper or Accountant.

IV. MEETINGS

- A. Monthly meetings shall be held at the Town Hall on the third Thursday of every month at 7pm. Meeting notices and agendas shall be posted in compliance with State law at the Town Hall and on the Town website at least two days before each meeting. Meeting notices and agendas shall be given to members and, as relevant, to volunteers, Town staff, and chairs of other Town commissions, boards, or committees at least two days prior to a meeting.

- B. The Chair may call additional meetings provided notice to each member and the public is given at least 24 hours (excluding Sundays and legal holidays) prior to such meetings.
- C. Cancellation of meetings may occur if there is no business to come before the Commission. The Chair may cancel a meeting by notice to the members at least 24 hours prior to the set meeting time. Chair will notify Assessor for removal or notice on the Town website.
- D. A quorum shall be a majority of the Commission's voting members. Alternate member(s) shall be appointed by the Chair to vote at any meeting where voting member(s) are absent or abstain due to conflict of interest. The Chair shall notify the public in the event that an alternate has been appointed to vote at said meeting.
- E. A vote by the majority of the voting members shall be sufficient to decide any matter before the Commission.
- F. No Commission member or alternate shall participate in discussion or decision of any matter in which he/she has a personal or financial interest.

V. MINUTES AND RECORDS

- A. Draft minutes shall be filed with the Chair and Assessor open for public inspection within 5 business days of each meeting.
- B. Minutes are final after a vote of approval by the membership. Minutes, including any approved changes, shall be sent to the Town Assessor and to the Administrative Assistant for website posting.

VI. AMENDMENTS

- A. Public notice must be given of proposed amendments to these procedures and approved by the Board of Selectmen.
- B. A majority vote of the voting members is required for adoption of an amendment.

Voted June 20, 2019