

RULES OF PROCEDURE

Wolfeboro Heritage Commission

I: STATUTORY AUTHORITY

The Wolfeboro Heritage Commission was established by voters on March 10, 2016 (Warrant Article 21) pursuant to RSA 673: II and RSA 673:1 II and RSA 674:44 for “the proper recognition, use and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic or community significance within their natural, built, or cultural context.”

II: TITLE

The commission is hereby designated as the **Wolfeboro Heritage Commission**.

III: POWERS AND DUTIES

The Wolfeboro Heritage Commission (hereinafter: the Commission) shall have advisory authority generally, with the specific powers and duties designated in RSA 674:44-b I-III and RSA 674:44-d, including the ability to:

- A. Survey and inventory historical and cultural resources.
- B. Conduct research and publish findings, including reports to establish the legal basis for any historic district and preparation of any proposed historical district ordinances.
- C. Assist the Planning Board, as requested, in the development and review of those sections of the Master Plan which address historical and cultural resources.
- D. Advise, upon request, local agencies, and other local boards in their review of matters affecting or potentially affecting historical and cultural resources.
- E. Coordinate activities with appropriate service organizations and nonprofit groups.
- F. Publicize its activities.
- G. Hire consultants and contractors as needed.
- H. Hold meetings and hearings necessary to carry out its duties.
- I. Receive gifts of money and/or property, both real and personal, in the name of the town, subject to the approval of the Board of Selectmen, such gifts to be managed and controlled by the Commission for its proper purposes.
- J. The commissions also may assume, if authorized by the local legislative body, the composition and duties of a historic district commission.

IV: OFFICERS

- A. The Commission shall elect a Chair, Vice Chair and Secretary/Clerk from the appointed, regular members and create and fill such other offices as it deems necessary for its work.

- B. Elections shall occur annually at the first appropriate meeting following the Board of Selectmen's annual appointment of members and alternates. Neither an ex-officio nor an alternate member shall serve as an officer.
- C. The term of officers shall be one year, and officers shall be eligible for reelection.
- D. The Commission Officers and their duties shall be:
 - i. **Chair:** The chair shall preside over all meetings in accordance with Robert's Rules of Order (when practical), and shall post meeting notices, prepare an annual report/budget and perform other duties customary to the office. The Chair shall sign all official correspondence of the Commission and serve as the official spokesperson for the Commission.
 - ii. **Vice Chair:** The Vice Chair shall preside in the Chair's absence and shall have the full powers of the Chair during the Chair's absence and carry out any other duties the Chair may designate.
 - iii. **Secretary/Clerk:** The Secretary/Clerk shall be responsible for the maintenance of Commission minutes and records. The Commission may retain a Recording Secretary whose records shall be reviewed by the Commission for accuracy.

V: MEMBERSHIP, RESIDENCY, TERMS OF OFFICE, REMOVALS, VACANCIES

The commission shall be organized consistent with and pursuant to RSA 673:4-a.

- A) The Commission shall consist of seven (7) members who shall be appointed by the Board of Selectmen. One member shall be a member of the Board of Selectmen, and not more than one member may be a member of the Planning Board. The terms of these individuals shall coincide with the terms of their office.
- B) The terms of the remaining members shall be for three (3) years, pursuant to the provisions of RSA 673:5.
- C) The Board of Selectmen may appoint to the Commission up to five (5) alternate members.
- D) All members shall be residents of the Town of Wolfeboro.
- E) In determining each potential member's qualifications to serve on the Commission, the Board of Selectmen should foremost take into consideration each potential member's demonstrated interest and ability to understand, appreciate, and promote the purpose of the of the Heritage Commission. Ideally, the Commission should include members with a record of advocacy or experience with issues of historic preservation, local and regional history, architecture and architectural history, cultural heritage and heritage studies, archaeology or natural history.
- F) Members of the Commission may also serve on other town boards or commissions.
- G) Members of the Commission may be removed for cause, after notice and a hearing, by the appointed authority.
- H) Vacancies shall be filled as necessary by the Board of Selectmen; the appointing authority shall act within sixty (60) days to fill vacancies and expired terms.

VI: MEETINGS AND RECORDS

- A. Meetings of the Commission shall be held on the second Wednesday of the month or as agreed upon by the members, and at other times at the discretion of the Chair.
- B. Commission records shall be kept by the Town Clerk and shall be made available for public inspection at the Town Hall as required by RSA 676:3, II.
- C. Minutes of meetings, including Commission members' names, a brief description of the subject matter under consideration, votes and actions taken, shall be open to public inspections as required in RSA 91-A:2, II.
- D. Special meetings may be called by the Chair, or in her/his absence, by the Vice Chair; or at the request of three (3) Commission members. Public notice and notice to each member shall be given at least 24 hours prior such meeting, excluding Sundays and legal holidays. The notice shall specify the meeting's purpose.
- E. The Commission shall prepare an annual report of activities for the Board of Selectmen.

VII: ATTENDANCE, ALTERNATES, QUORUM, AND DISQUALIFICATIONS

- A. If any regular Commission member is absent from a meeting, the Chair shall designate an alternate member to sit in place of the absent or disqualified member. Appointed alternate members have all regular member powers and duties regarding any matter under consideration.
- B. A majority of Commission members shall constitute a quorum, including alternates sitting in place of regular members. A motion, duly seconded, shall be carried by an affirmative vote of the majority of the members present.
- C. Members and Alternates are requested to attend all regular meetings. Notification of absence must be submitted to the Chair in advance of scheduled meetings. Continued absences (more than three consecutive, unexcused meetings) will result in a letter of warning to the member from the Chair. If absences continue, the member will be requested to submit his/her resignation by a date specified. If the member does not submit his/her resignation by the specified date, the Board of Selectmen will be so notified and requested to remove the member for cause.
- D. Any Commission member who has a pecuniary interest, direct or indirect, in any matter before the Commission, shall be disqualified from voting or speaking on the matter. If any member finds it necessary to be disqualified from participating on a particular matter, s/he shall notify the Chair as soon as possible so that an alternate may be requested to fill the space. Either the Chair or the member shall announce the disqualification before the discussion on the matter. The disqualified member shall leave the Commission table during discussion of the matter.
- E. If uncertainty arises as to whether a Commission member should disqualify her/himself on the request of that member, or the request of another member of the Commission, the Commission shall vote on the question of whether that member should be disqualified. Such request and vote shall be made at the commencement of a public meeting. A vote on a question of disqualification shall be advisory and non-binding and may not be requested by persons other than Commission members.

VIII: ADVISORY ROLE TO TOWN BOARDS AND COMMISSIONS

- A. The Commission may assist and advise the Board of Selectmen in the review of applications submitted for RSA 79-D (Barn Preservation Easement) and RSA 79-E (Community Revitalization Tax Incentive) and make recommendations relative to those and other matters that may affect historical or cultural resources.
- B. The Commission may also assist and advise the Conservation Commission and the Land Use boards (Planning Board, Zoning Board of Adjustment) in review of applications that may impact historical or cultural resources.
- C. The commission may also participate in preparation of preservation-related ordinances and periodic Master Plan updates.

IX: ORDER OF BUSINESS (as applicable)

- A) Call to order by Chair
- B) Chair comments
- C) Public Comments
- D) Approve minutes
- E) Old Business
- F) New Business
- G) Adjournment

X: ADOPTION AND AMENDMENTS

These Rules of Procedure may be adopted or amended at a regular meeting of the Heritage Commission by majority vote of the members, provided that such amendment is read at a regular meeting of the Commission immediately preceding the meeting at which the vote is taken. Unless otherwise stated, or unless otherwise required by the context, any reference to a statute, law, regulation, or code shall be deemed to include any future amendments made to such statute, regulation or code.

XI: EFFECTIVE DATE

These Rules of Procedure shall take effect, as amended, on January 11, 2023.