

Rules of Procedure
Town of Pelham, New Hampshire
PELHAM FORESTRY COMMITTEE

The Pelham Forestry Committee shall be governed by the provisions of all the State statutes, local laws, ordinances, and RSA Chapter 91-A.

Article 1 – Purpose and Responsibilities

- 1.1 The Pelham Forestry Committee is responsible for protecting and promoting the sustainable management of the land designated as the Pelham Town Forest (hereinafter referred to as the “Town Forest”)
- 1.2 The Pelham Forestry Committee is responsible for promoting multiple uses including recreation, wildlife habitat, soil and water conservation as well as sound long term sustainable timber management on the Town Forest.
- 1.3 The Pelham Forestry Committee shall be responsible for management of the Town Forest and as required by the RSA 31:111, and shall perform the following functions:
 - Develop a Forestry Management Plan and or Amend Forestry Management Plan
 - Encourage the proper management of the timber, its harvest, firewood, and other natural resources associated with the forest.
 - Identify and pursue Federal, State, and other grants and funding for the purposes of managing and maintaining the Town Forest, subject to the provisions of RSA 31:95-b.
 - Responsible for timber harvest and to encourage the growth of quality trees that remain after the harvest as well as the establishment and or release of tree regeneration, in order to grow tomorrow’s forest beneath the forest of today.
 - Promote stewardship by promoting multiple use concepts for its forested properties.

Article 2 – Title; Adoption and Amendment of the Rules of Procedure

- 2.1 These Rules may be cited as the Pelham Forestry Committee Rules of Procedure.
- 2.2 These Rules shall be adopted during a duly noticed public meeting of the Pelham Forestry Committee by a Motion to adopt.
- 2.3 These Rules shall be effective upon adoption by a majority vote of the Pelham Forestry Committee members.
- 2.4 These Rules may be amended at any regular meeting by a majority vote of the members provided that such amendment is read into record and motioned in as amended.

Article 3 – Establishment

In accordance with RSA 31:112,

- 3.1 The Pelham Forestry Committee shall consist of a five (5) member committee, appointed by the Pelham Board of Selectmen.
- 3.2 Terms shall be staggered to ensure that, in any given year, a majority of the existing Committee will remain to serve.
- 3.3 The Pelham Forestry Committee may have one (1) Board of Selectmen on the Committee acting as the “*Board of Selectmen Representative*” as a nonvoting member.

Article 4 – Officers, Roles and Responsibilities of the Committee

- 4.1 The Pelham Forestry Committee shall consist of a Chairman and a Vice Chairman.
- 4.2 CHAIRMAN – The Chairman of the Forestry Committee shall preside over meetings and shall be responsible for the conduct and decorum of the meeting. Generally, the Chairman may not make motions but may recommend or entertain a motion. The Chairman is delegated the responsibility to prepare the agenda for each meeting in consultation with the municipal staff and other committee members in accordance with RSA 91-A Right-to-Know. If there is no Treasurer for the Pelham Forestry Committee, the Chairman shall act as the Treasurer and shall ensure that any and all directives of the Committee, including receipts and transactions of deposits are carried out in accordance with the laws of the State of New Hampshire.
- 4.3 VICE CHAIRMAN – The Vice Chairman shall preside over meetings and assume the powers and duties of the Chairman in the absence of the Chairman.
- 4.4 RECORDING SECRETARY – A Recording Secretary should be present at all meetings, as a public body and must compile its draft minutes.
 - A. Minutes of the meeting shall be kept by the Recording Secretary in accordance with the provisions of RSA 91-A Right-to-Know
 - B. Minutes shall be considered a summary of events, and a summary of business transacted once approved with the members of the committee with any amendments
 - C. The Recording Secretary shall ensure that the minutes are available to the public in accordance with RSA 91-A Right-to-Know. Draft minutes shall be open to public inspection not more than five (5) business days after the meeting per RSA 91-A:2 (II).
 - D. Draft minutes and revised draft minutes will be provided to the committee members for review. Discussion on the draft minutes or revised draft minutes

on the proposed amendments/corrections will only take place at a Forestry Committee public meeting.

4.5 **BOOKKEEPER:**

The Bookkeeper may act as a financial record keeper for the Forestry Committee. This individual shall be a member of the committee, to ensure that there is regular attendance and qualified attention to any and all projects on which the Committee is expending funds. The Bookkeeper will keep detailed notes on each project, including relevant information, including but not limited to:

- A. Description of the project, location, the intended action, and the meeting minutes motion of approval to expend funds of the project and monies approved.
- B. Details about specific payee(s) required for payment.
- C. A record of the date of services that were performed, the materials purchased, and how they were used. This shall include itemized receipts.
- D. Coordinate and arrange for payment of all duty incurred expenditures with the Town's Finance Director, Treasurer, and or Trustees of the Trust Fund, including supplying all information necessary to allow for prompt disbursement of funds.
- E. All receipts shall be presented to the Chairman acting as Treasurer with aforementioned meeting minutes to ensure a full record for the Town.
- F. The Bookkeeper shall provide a monthly report to the Forestry Committee at the monthly meeting identifying any and all transactions that have occurred since the prior monthly meeting.
- G. The Bookkeeper shall work with the Chairman, the Town's Finance Director, Treasurer, and Trustees of the Trust Fund on any and all items stated within Section 4.5.

The Bookkeeper will also be responsible for having an understanding of any and all accounts of the Forestry Committee, ensuring that the Committee never overspends their budget in any given season. The Bookkeeper shall update the Forestry Committee with the financials at each monthly meeting.

Article 5 – Scheduling of Meetings, Special Meetings, and Site Walk Meetings

- 5.1 The Forestry Committee shall meet one (1) time per month on the fourth Monday, unless otherwise posted by the Chairman
- 5.2 The meeting agenda shall be posted at the Pelham Town Hall in accordance with the RSA 91-A:2.
- 5.3 Special Meetings of the Pelham Forestry Committee may be held at the call of the Chairman or by request of three (3) majority members. These meetings will be posted in accordance with the RSA Chapter 91-A.

In the case of an Emergency Meeting, the Pelham Forestry Committee shall act in accordance with the RSA 91-A:2 (II), an emergency meeting can be held with less than 24 hours notice when the Chairman determines that immediate, underlying action is imperative. The minutes of the emergency meeting shall clearly spell out the need for the emergency meeting and all voting taking during such meeting shall be by roll call vote.

- 5.4 Site Walk Meetings of the Pelham Forestry Committee may be requested by a member at any time during a public meeting. When a Site Walk is scheduled by the Committee, the Chairman shall post the same as a public meeting of the Pelham Forestry Committee in accordance with RSA 91-A:2 Site Walks are public meetings of the Pelham Forestry Committee and members of the public are allowed to attend. Minutes of the Site Walk shall be kept only if there is a quorum of the Committee conducting the Site Walk.

Article 6 – Quorum

- 6.1 A quorum of three (3) members shall be required to conduct business. Members of the Committee physically present are counted to determine whether a quorum is present.

Article 7 – Subcommittees and Subcommittees created by Town Vote

- 7.1 The Pelham Forestry Committee may from time to time establish a subcommittee or may be established by vote of the Pelham Legislative Body.
- 7.2 When establishing a subcommittee, the Pelham Forestry Committee shall define the roles, responsibilities, duties, memberships and duration of the subcommittee.

- 7.3 Absent language in the warrant article establishing a subcommittee to the contrary, members, of subcommittees shall be appointed by the Forestry Committee.
- 7.4 Subcommittees shall adopt a charter and rules of procedures consistent with their purpose and charge. Said rules of procedure shall identify the procedure for the selection of Chair, Vice Chairman, and Recording Secretary. All subcommittee charters and rules of procedures shall be subject to review and approved by the Forestry Committee.
- 7.5 All Subcommittees shall follow and shall be subject to the same requirements that are outlined in RSA Chapter 91-A and provide the approved meeting minutes for posting on the Town website.

Article 8 – Conduct of Meetings, Rules and Standards of Conduct

- 8.1 The Chairman shall be the moderator and call the public meeting to order.
- 8.2 Pledge of Allegiance to the flag.
- 8.3 Meeting Minute Review.
- 8.4 Old Business
- 8.5 New Business
- 8.6 Open Forum/Public Comment
 - A. The Chairman will open the meeting to the public for public comment.
 - B. Members of the public must be recognized by the Chairman to speak during public comment.
 - C. The Chairman will close open forum and bring the discussion back to the Committee.
 - D. Open Forum remains closed to the public and can only be re-opened at the discretion of the Chairman.

8.7 Rules of Public Comment and Standards of Conduct

Public comment shall be subject to the following restrictions and limitations:

- A. Public comment will take place after the business portion of the meeting unless the Committee votes to take the matter out of order.
- B. One (1) person speaks at a time (no interruption).
- C. No one speaks until they are recognized by the Chairman.
- D. Speakers must identify themselves for the record (name and address) when they speak.

- E. Public comment is a time for members of the public to speak; it is not a “question and answer session” with the public body.
- F. Discussion during public comment must pertain to matters within the purview of the Forestry Committee.
- G. The Chairman may limit each speaker to a limited time period of three (3) minutes.
- H. The Chairman may direct a speaker to yield the floor when, in the Chairman’s discretion yielding the floor is necessary for the conduct of the meeting. When so directed by the Chairman, the speaker shall yield the floor.

Article 9 – Disruptive Conduct

- 9.1 The Pelham Forestry Committee believes that the primary obligation of the Committee members are to serve the public interest, and to conduct themselves so as to maintain the public’s confidence in the Pelham Forestry Committee and the conduct of its business.
- 9.2 At no time shall disruptive conduct be tolerated by members and or members of the Public while attending a Pelham Forestry Committee public meeting.
- 9.3 Nobody has the right to disrupt a meeting or to speak without being recognized by the Chairman.
- 9.4 Failure to adhere to the standards of conduct set forth in Section 8.5 can result in the Committee ordering a recess of a meeting and/or, if necessary, seeking to have an individual removed from the public meeting.
- 9.5 The Chairman shall be responsible for determining when a violation of Section 8.5 and this Article 9 have occurred and to order appropriate action to address said violation consistent with these rules and applicable law.

Article 10 – Nashua Planning Regional Commission (NRPC)

- 10.1 In accordance with the January 27, 2025, Forestry Committee Meeting Minutes, a motion was made to “move to have the Forestry Committee go back to allowing anyone from the Forestry Committee contact NRPC but any changes they would make should be disclosed at the Forestry Committee Meeting beforehand”

Article 11 - Severability

11.1 The provisions of the *Rules of Procedure* shall be severable. In the event that any provisions of these *Rules of Procedure* are adjudicated to be in violation of any law by a court of competent jurisdiction, then the remainder of those provisions not adjudicated unlawful shall remain in full force and effect.

RULES OF PROCEDURE ADOPTION RECORD

These “*Pelham Forestry Committee Rules of Procedure*” were created and adopted by the Pelham Forestry Committee and its acting members on May 29, 2025.

Respectfully signed,

Mike Gendreau, Chairman of the Pelham Forestry Committee

Raymond Brunelle, Vice Chair of the Pelham Forestry Committee

James Fisher, Member of the Pelham Forestry Committee

Doug Hirsch, Member of the Pelham Forestry Committee