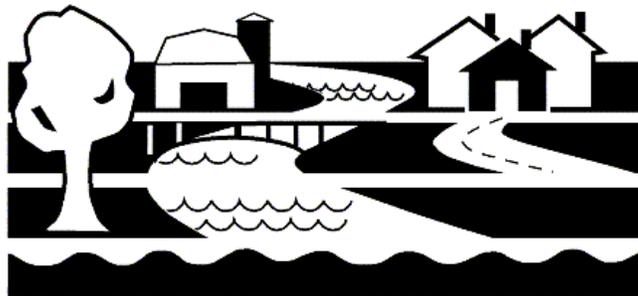


**Strafford Regional Planning Commission**

**BYLAWS**

*S t r a f f o r d*



**REGIONAL PLANNING**  

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**C O M M I S S I O N**

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**Revisions Adopted: November 18, 2010**  
**Prepared by:**  
**Strafford Regional Planning Commission**

# STRAFFORD REGIONAL PLANNING COMMISSION

## BYLAWS

**Revisions Adopted: November 18, 2010**

**ARTICLE I:** NAME AND AUTHORITY

Section 1: The name of this planning agency shall be the Strafford Regional Planning Commission.

Section 2: This Strafford Regional Planning Commission, hereinafter known as the Commission, is established in accordance with Chapter 36, New Hampshire Revised Statutes Annotated, as amended.

**ARTICLE II:** MISSION STATEMENT

In order to assure a region responsive to the needs of its inhabitants, the Commission, in cooperation with federal and state agencies and its communities, shall pursue a two part mission of regional planning and local planning assistance, and shall actively pursue implementation of the Commission's plans and policies.

**ARTICLE III:** MEMBERSHIP

Section 1: MEMBER MUNICIPALITIES - Municipalities of the Strafford Planning Region having adopted planning boards may, by ordinance or resolution adopted by the respective legislative bodies of said municipalities, until such action is rescinded, become members of the Commission, and they may include municipalities located in an adjacent state. The Commission, by resolution, may determine the terms and conditions of accepting additional members with regard to timing of initial membership and responsibility for program areas already undertaken within the Commission's area of jurisdiction.

Section 2: REPRESENTATION - Each municipality which shall become a member of this Commission shall be entitled to two representatives on said Commission. A municipality with a population over 10,000 but less than 25,000 shall be entitled to have three representatives on said Commission and a

municipality with a population of 25,000 or over shall be entitled to have four representatives on said Commission. Population as set forth in this section shall be deemed to be determined by the last Federal Census. Representatives on the Commission shall be nominated by the planning board of each community from the residents thereof and shall be appointed by the municipal officers of each municipality.

Section 3: VOTING - For regular business, voting is limited to representatives of dues paid members, including alternates when replacing appointed representatives. For SMPO business only, all SMPO representatives as specified in the SMPO Bylaws may vote. A county may, by resolution of its commissioners, become a member of this Commission and shall be entitled to appoint two representatives from the residents of the county to serve on this Commission. Such representatives do not necessarily have to be county commissioners. An alternate from each member town shall be appointed in the same manner as representatives, and as such, may serve in the absence of the representatives. Alternates shall have the privilege of the floor at all meetings. The representatives collectively shall be known as the Commission, and shall be deemed to be vested with all the authority of the member communities with respect to actions by the Commission (see RSA 36:46). Staff shall have no voting powers in Commission affairs.

Section 4: TERMS OF REPRESENTATIVES - The terms of office of representatives and alternates on this Commission shall be for four years (see RSA 36:46). When a municipality joins or rejoins the Commission, initial appointments shall be for two and four years. In municipalities entitled to three or more representatives, initial appointments shall be for two, three and four years. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments.

**ARTICLE IV: OFFICERS**

Section 1: ELECTION AND FILLING OF VACANCIES - The Commission shall annually elect a Chairman, Vice-Chairman, Secretary-Treasurer, and four additional Executive Committee members, and elect or appoint such other officers as are deemed necessary, including alternates to Executive Committee. Any officer vacancies shall be filled by appointment made by the remaining Executive Committee members. Such appointments shall expire at the end of the fiscal year. The Executive Committee shall fill

member vacancies from the Commission. Such appointments shall expire at the end of the fiscal year.

Section 2: DUTIES OF CHAIRMAN - The Chairman shall call and preside at meetings of the Commission, Policy Committee and Executive Committee, shall create and discharge standing committees and special committees and serve as a non-voting member ex officio of all committees, voting only in the case of a tie, when the Chairman shall vote; and shall also perform such other duties as are customary to the office.

Section 3: DUTIES OF VICE-CHAIRMAN - The Vice-Chairman shall act as Chairman in the absence or incapacity of the Chairman.

Section 4: DUTIES OF SECRETARY-TREASURER - The Secretary-Treasurer shall perform such duties as are customary to the office including countersigning checks as directed by the Commission, and checking the accounts periodically.

Section 5: EXECUTIVE COMMITTEE - There shall be an Executive Committee consisting of the Chairman, Vice-Chairman, Secretary-Treasurer and four members elected by the Commission at the Annual Meeting.

Section 6: REMOVAL OF OFFICERS - Any officer may be removed for cause from office by a two-thirds vote at a Commission meeting.

**ARTICLE V:** COMMISSION

Section 1: RESPONSIBILITIES - The primary responsibility of the Commission is to set planning policies for the region. This will occur through discussions at meetings, input to staff for reports, and adoption of reports and position statements. Additional responsibilities include adopting and amending the Bylaws and the Annual Budget, and Annual Dues.

Section 2: MEETINGS - There shall be at least four meetings each year held at such times and places as are agreeable to a majority of the representatives. Agendas for next meeting and minutes of the previous meeting(s) will be provided to each representative and alternate on the Commission at least five days before each regularly scheduled meeting. The meeting in May shall be designated as the Annual Meeting, at which time officers for the ensuing fiscal year shall be elected and an annual budget adopted.

Section 3: QUORUM - A quorum of the Commission shall be deemed as representing no less than one half (1/2) of the dues paid municipalities that have appointed Commissioners. In circumstances when a quorum is not present and when Commission action is essential, the Chairman may declare a quorum with the unanimous approval of those Commissioners present.

Section 4: PROCEDURES – If other rules are not provided, Roberts Rules of Order shall govern.

**ARTICLE VI: EXECUTIVE COMMITTEE**

Section 1: RESPONSIBILITIES - The responsibility of the Executive Committee is to oversee the administration of the organization. This includes: supervising the Executive Director; adopting Personnel Policies; recommending to the Commission an Annual Dues formula, an Annual Budget and any necessary amendments; monitoring fiscal matters; authorizing all capital expenditure in excess of executing contracts; and other duties as may be deemed appropriate by the Commission. In carrying out its responsibilities, the Executive Committee shall strive to ensure that the work produced by SRPC is in accordance with the policies of the Commission as stated in the Mission Statement and via other Commission actions.

Section 2: MEETINGS - There shall be at least four meetings each year held at such times and places as are agreeable to a majority of the Committee members. Agendas for next meeting and minutes of the previous meeting(s) will be provided to each Committee member at least five days before each regularly scheduled meeting.

Section 3: QUORUM – A quorum of the Executive Committee shall be deemed as four members.

Section 4: PROCEDURES – If other rules are not provided, Robert Rules of Order shall govern.

**ARTICLE VII: EXECUTIVE DIRECTOR**

Section 1: RESPONSIBILITIES - The Executive Director shall organize and supervise a planning program, consistent with State and Federal laws and rules, which pursues the policies of the Commission as stated in the Mission Statement and via other Commission actions.

The Executive Director shall: be in charge of the office and other employed staff; prepare under the guidance of the Executive Committee, the Annual Budget including estimated revenues and expenditures, which shall be reviewed and approved or modified by the Commission; keep accounts and records which shall at all times be open to inspection by the Officers and shall be submitted for annual audit as prescribed by the Commission; issue press releases, be authorized to enter the Commission into contracts consistent with the adopted Annual Budget; and undertake such other duties and responsibilities as may be assigned by the Executive Committee.

Section 2: SUPERVISION - The Executive Committee shall be responsible for supervision of the Executive Director, including performance reviews, fixing of compensation, and if necessary, separation.

Section 3: HIRING - The Executive Committee shall be responsible for hiring the Executive Director, using a procedure specified in the Personnel Policies.

**ARTICLE VIII: INDEMNIFICATION FOR DAMAGES**

The Commission adopts RSA 31:105 Indemnification for Damages.

**ARTICLE IX: AMENDMENTS**

Any section herein contained may be amended by resolution of the voting representatives of the Commission at any legally constituted and noticed meeting provided the following:

1. The proposed amendment is presented in writing to the Commission representatives at least thirty (30) days prior to the date of the meeting at which it is adopted.
2. The resolution adopting the amendment passes by an affirmative vote of at least two-thirds (2/3) of the Commission dues paid representatives present and voting.

These Bylaws shall be revised, updated, or amended as the circumstances dictates. Bylaw amendments shall become effective upon passage.