

Raymond Community Power Committee Roles of Officers

Accepted as amended and approved 6/7/23

Chairman's Role

1. The Chair will lead the discussions held at Raymond Community Power meetings.
2. When discussion has ended, the Chair will call for a motion and second to the motion prior to calling for a roll call of all Committee Members authorized to vote by the Committee Rules of Procedure.
3. When the public is present, the Chair will invite the public and other committee members who are not officers to participate in the discussion and offer opinions.
4. The Chair will maintain order during committee meetings but will not stifle participation in discussions.
5. The Chair is responsible for creating a "draft agenda" at least 7 days before the next meeting and circulating among all officers of the committee for changes and additions from the other committee officers. The Chair shall use the group email "RaymondCommunityPower" to ensure all appointed members who are sworn in will receive communications from the Chair. Replies back to the Chair should also use the "reply all" selection with the email. We wish to archive all community member communications within our Group email account. We can discuss information in the email distributions but votes on taking any action shall be entered to the agenda so they can be decided upon in the open at a public meeting.
6. Use of the group email for all communication within the group is intended to be used for distribution of new materials to other committee members for informational purposes and for preparation prior to the upcoming meeting.
7. The Chair will post to places identified for such postings at the old firehouse and inside at the Town Hall on the Friday prior to the next meeting. The inside space at Town Hall closes at 4:30 pm and the old firehouse is always available to accept postings.
8. The agenda items are intended to be the discussion topics for that evening's meeting. An item for "Other Business" can be included on the agenda. This discussion period is available for discussion of non-agenda listed topics. No decisions can be determined for discussion items during the "Other Business" time period, but must be included on the next meeting's agenda.
9. Discussion items during "Other Business" which require a vote shall be included on the next meeting's agenda for action.
10. Actions for follow up during committee meetings will be acted upon by the Chair or a designee. Any committee member may ask during open session to individually follow up on a topic for reporting at the next scheduled committee meeting.
11. The Chair, or the designee, shall operate on actions from a meeting and either distribute findings using the group email or will report at the next scheduled meeting.
12. The Chair shall be the point person for discussions with the Town Administration and the Select Board. The Chair will report back to the committee at the next schedule meeting with results of such discussions with other Town officials.

Vice-Chairman's Role

1. The Vice Chair shall preside over Raymond Community Power Committee meetings during the Chair's absence.
2. The Vice Chair will have all of the powers and duties of Chair during a meeting and for circulating agenda's and posting Final versions for meetings in which they acted as the Chair.

Treasurer Role —

1. Manage funds in Triangle Credit Union Bank Account on behalf of the Committee.
2. Treasurer will prepare a statement of change at the 2nd meeting of each month, showing transactions for the prior month authorized and/or processed through Triangle Credit Union checking account. Starting and ending Balances will be included.

Secretary Role —

1. Secretary shall capture summary of discussions held during all public meetings.
2. All decisions of the board shall be recorded in the minutes with names and each vote cast captured by name.
3. The minutes shall contain an approximate time stamp of a discussion so if one needs to review the discussion at a meeting at a later time, it will be possible to fast forward to that approximate time during the meeting from the on-demand recording on the town's RVTV website.
4. Draft minutes shall be delivered to apilling@raymondnh.gov and to communication@rctvnh.com within 5 days of the meeting for archiving in the Tax Office and for posting to the committee website per RSA 91-A by Kevin Woods (RCTVNH)
5. At the next meeting of the committee, the draft minutes shall be reviewed by the quorum of members present (> 50% of membership), and all corrections by members shall be recorded and the updated FINAL minutes shall be forwarded to apilling@raymondnh.gov and to communication@rctvnh.com for archiving and posting per RSA 91-A. The date of the vote to accept the Final minutes shall be recorded in the Final Version.
6. The recording of the Raymond Power Committee meetings by RCTV is the official record of all meetings. The minutes are intended to capture major discussion topics and decisions reached.

