

## **RULES OF PROCEDURE:**

### **HIGHWAY SAFETY COMMITTEE:**

#### **SECTION I : PURPOSE:**

These Rules of Procedure describe the duties and methods of operation of the Highway Safety Committee.

By addressing the concerns of citizens, the Police Department and the Road Agent, the Highway Safety Committee (HSC) was established to review the need for and make recommendations to the Board of Selectmen for highway warning and speed limit signs, as well as the need for guardrails and delineators. As needed, the HSC should also recommend the need for improved sight lines by cutting of brush, etc. along the rights of way.

The Highway Safety Committee follows all appropriate federal and State Department of Transportation guidelines.

The Highway Safety Committee is also charged with the responsibility to promote highway safety through signage, literature, and educational mediums.

#### **SECTION II : ORGANIZATION:**

A) MEMBERSHIP: Four (4) citizens, appointed by the Board of Selectmen (one serves as Chairperson), the Police Department Safety Officer, Fire Chief or Designee, Selectperson, and Road Agent. The Police Chief is an ex-officio member of the Committee. The Selectperson is appointed annually by the Board of Selectmen. There are no set terms for the rest of the Committee.

#### **B) RESPONSIBILITIES OF MEMBERS:**

1. All members shall make every effort to attend each scheduled meeting.
2. Members of the Committee have authority only when acting as a Committee legally in session. The Committee shall not be bound by any action or statement made by any individual Committee member, except when such statement or action is pursuant to instructions from the Committee.

#### **C) OFFICERS:**

1. ELECTIONS - A Chairperson, Vice-Chairperson, and Secretary shall be elected at the first regularly scheduled meeting following the annual Town Meeting. Election shall be by a majority vote of those present.
2. DUTIES: The Chairperson shall preside at all meetings of the Committee, and perform all duties required by law. The Chairperson's duties are as follows:
  - a) To open the session at the time at which the Committee is to meet by calling the members to order.
  - b) To announce the business before the Committee in the order in which it is to be acted upon.
  - c) To recognize members entitled to the floor.

- d) To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
- e) To protect the Committee from annoyance.
- f) To assist in expediting all business in every way compatible with the rights of the members by:
  - 1) Allowing remarks when non-debatable motions are pending.
  - 2) Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
  - 3) Guiding the members when engaged in a debate to stay within the rules of order.
  - 4) Ensuring on all occasions the observance of order and decorum among the members.

The Vice-Chairperson, in the absence of the Chairperson, shall preside and assume all duties and responsibilities of the Chair.

The Secretary shall perform the following duties:

- a) Be responsible for recording the minutes of the Committee's meetings.
- b) Filing an official copy of the records in the Selectmen's Office and opening the records to inspection by any person at reasonable times.
- c) In addition to keeping the minutes of the meetings, it is the duty of said Secretary to keep a roll of members, and to call the roll when required. Said Secretary shall record the essentials, called "the minutes" of the proceedings as follows:
  - 1) The kind of meeting - regular, special, work session, or recessed.
  - 2) Time and place of meeting.
  - 3) The presence/absence of Committee members.
  - 4) Whether the minutes of the previous meeting were approved or amended.
  - 5) A brief, written record of the general topics discussed.
  - 6) All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.
  - 7) Record of any votes by the Committee, including the names of those Committee members opposed if not unanimous.
  - 8) The hour of adjournment.

**SECTION III : OPERATION:****A) MEETINGS:**

1. ORGANIZATIONAL MEETINGS - An organizational meeting to elect officers shall be held in accordance with II, C, 1. The Committee may adopt the previous Committee's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Committee shall establish a schedule for meetings for the upcoming year.
2. REGULAR MEETINGS - A more formalized meeting of the Committee, generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORKSHOP MEETINGS - A less formalized meeting of the Committee, generally conducted for the purpose of providing Committee members with a more detailed understanding of a limited number of issues, or to permit discussions of issues in greater depth.
4. NON-PUBLIC MEETINGS - A meeting of the Committee held for issues in accordance with RSA 91-A:3.
5. SPECIAL MEETINGS - May be called by the Chairperson in accordance with RSA 91-A:2, II; or upon demand of three (3) members of the Committee. The Chairperson shall notify each member in accordance with RSA 91-A:2, ii.

B) SCHEDULE OF MEETINGS: The Committee shall meet the third Thursday of every month in a regular meeting, unless there is no business for the Committee to act upon, in which case it becomes the Chairperson's responsibility to notify each member that the meeting is canceled. Each meeting shall be posted in accordance with RSA 91-A.

C) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline, with a vote of the Committee being the final deciding authority.

D) RECORDING OF VOTES: Votes shall be by a show of hands, or by a roll call. The vote of each member present shall be recorded. No action shall be re-considered at a subsequent meeting in the same calendar year, except by majority vote of the members present and voting.

**SECTION IV : RULES OF ORDER:**

A) QUORUM: A quorum shall consist of four (4) members of the Committee.

B) AGENDA: The agenda for the monthly meetings shall be prepared by the Town Administrator's staff, and distributed to all Committee members by the second Thursday of each month. The Police Chief is an ex-officio member of the Committee, and shall receive copies of all information distributed to the Committee members. A suggested agenda is provided below:

1. Call to order.
2. Approval of minutes of previous meeting.
3. Meeting(s) with residents who have appointments with Committee.

4. Scheduled agenda items.
5. Review of Job Status Summary report.
6. Other business.
7. Adjournment.

- a) A motion for adjournment will usually not be in order until after completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specified time.

Persons, including Committee members, wishing to place an item on the agenda must notify the Town Administrator, or his secretary, before the agenda setting deadline which is 12:00 noon on the Thursday of the week preceding the meeting.

Only genuine emergencies may be placed on the agenda for discussion at the meeting after the agenda setting deadline has passed.

**SECTION V : REQUEST FORM NOTES:**

- A) A request form has been adopted by the Committee to assist requesters, the Committee and the Road Agent in handling requests. (See attachment "A")
- B) Blank request forms will be available at the Selectmen's Office, the Fire Department, the Police Department, and from the Road Agent.
- C) Completed forms should be forwarded to the Town Administrator at Town Hall.
- D) The Town Administrator and/or his staff will be responsible to issue the monthly agenda by the second Thursday of each month. The agenda package shall include:
  1. A short cover memo listing the date, time, and place of the next meeting, along with the agenda for the meeting.
  2. Copies of individual request forms.
  3. Copy of the current Job Status Summary form.
- E) Action taken on individual requests will be noted in the Committee's meeting minutes and on the individual request forms.
- F) The Town Administrator will provide copies of request forms approved by the Selectmen to the Road Agent.
- G) The Road Agent or designee will provide Job Status Summary report updates to the Town Administrator prior to the second Thursday of each month.
- H) Completed requests (accepted or denied) will be deleted from the Job Status Summary after one month of showing a request's final status.
- I) Upon completion of the action cycle on requests, the Town Administrator and/or his staff will notify citizens of the decision. If the request is denied, the notification will include the reason for denial. Copies of these letters shall be provided to the Chairperson of the HSC.
- J) The Police Department shall be the Town's contact person on all requests involving the NHDOT.
- K) The Town Administrator shall be the Town's contact person involving routine (i.e. non-emergency) requests to Granite State Electric, PSNH, or other municipalities.

**SECTION VI : AMENDMENT PROCEDURE:**

An amendment to these Rules of Procedure may be moved at a Committee meeting, but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Town Administrator for inclusion in the Town's records.

**SECTION VII : EFFECTIVE DATE:**

These Rules of Procedures shall take effect immediately following a majority vote of the Highway Safety Committee at a regularly scheduled Committee meeting.

**Adopted by the Highway Safety Committee - 1998**

**Re-codified and affirmed by the Board of Selectmen - May 11, 1998**

**Charles E. McMahon**  
**Douglass L. Barker**  
**Carolyn B. Webber**  
**Margaret M. Crisler**  
**Galen A. Stearns**  
Board of Selectmen

**Amended by the Highway Safety Committee – January, 2017**



# TOWN OF WINDHAM, NEW HAMPSHIRE

## HIGHWAY SAFETY COMMITTEE

3 NORTH LOWELL ROAD, WINDHAM, NEW HAMPSHIRE 03087

# WIN 4:00:11:98  
Attachment "A"

### Request Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Safety Request: \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagram of Area: ☐ Yes, Attached ☐ No

*Do not write below this line. For Town of Windham use only:*

HSC Recommended Action: \_\_\_\_\_

Date: \_\_\_\_\_

Explanation/Comments: \_\_\_\_\_

\_\_\_\_\_

BOS Decision: ☐ Approved ☐ Denied

If denied, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
BOS Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Requester Notified: ☐ Mail ☐ Email ☐ Phone ☐ Not Notified

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

*To be filled out upon completion of work (if approved):*

\_\_\_\_\_  
Date of Completion

\_\_\_\_\_  
Road Agent Signature

\_\_\_\_\_  
Print Name