

**Town of Boscawen Agricultural Commission
Statement of Purpose/ Bylaws**

Article A - Establishment, Purpose and Authority.

1. The Town of Boscawen Agricultural Commission was established by vote of the local legislative body, (March 9th, 2010 Town Meeting), by a majority vote of those voters present, in accordance New Hampshire Revised Statutes Annotated, (RSA), 673:1.
2. The mission of the Boscawen Agricultural Commission is to promote and to advocate for agricultural activities within the Town of Boscawen, as enabled by RSA 674:44-e; "for the proper recognition, promotion, enhancement, encouragement, use, management, and protection of agriculture and agricultural resources, tangible or intangible that are valued for their economic, aesthetic, cultural, historic or community significance within their natural, built or cultural contexts."
3. These bylaws and duties are adopted under the authority of RSA 673:4-b - Agricultural Commissions, RSA 674: 44-f - Powers, and RSA 674:44-g – Appropriations Authorized.

Article B: Membership.

1. The Boscawen Agricultural Commission shall consist of five to seven members appointed by the Select Board as authorized by RSA 673:4-b I. The Select Board shall designate one Selectman as *ex-officio* member with power to vote and if he or she so chooses, designate an alternate *ex-officio*. Three to five alternate members shall be appointed by the Select Board as authorized by RSA 673:4-b II.
2. All members shall be appointed for three year terms. Terms of office will be staggered so that two to three regular and one to two alternate members are appointed each year, except for the Select Boards' representative, and the Select Boards alternate, if appointed. Terms of office commence on April 1 and end on March 31, three years subsequent, provided however, that the term shall continue until successors have been appointed.
3. A vacancy occurring by other than term expiration shall be filled for the unexpired term in the same manner as an original appointment, by the Select Board.
4. The Secretary shall forward to the town clerk for recording, each Commission member's term of appointment and expiration dates.
5. In the event of a vacancy on the Commission, The Chair may appoint an alternate to serve as a voting member until the Select Board makes a replacement appointment as authorized by RSA 673:12-III.
6. In the event that an individual who is not known to the Commissioners expresses an interest in Commission membership, the individual will be offered the opportunity to volunteer in a commission sponsored project or activity for up to six months prior to a membership vote relative to a recommendation to the Select Board.

Article C: Organization and Officers.

1. The Agricultural Commission, at its first regular meeting following the annual Town Meeting, shall be called to order by the Chair of the previous year, if the chair is still a member of the Board, or otherwise, by the regular member with the most years of membership. At this meeting, the Board shall organize for the election of one of its regular members as Chair, and one as Vice-Chair, and shall elect a Secretary and Treasurer.

The Commission Officers and their duties shall be:

- A. Chair: The Chair shall preside over all meetings and hearings in accordance with rules adopted by the Boscawen Agricultural Commission and RSA 91-A, and shall, with the assistance of the Secretary and town staff, post meeting agenda and notice, prepare an annual report and perform other duties customary to the office. The Chair shall conduct all meetings with openness, efficiency and respect. The Chair shall sign all documents prepared by the Commission, see that decisions of the Commission are implemented and represent the Commission in dealings with other bodies. The Chair may exercise the same right as any other member to vote on matters before the Commission and to speak for or against proposals, but motions are not to be originated by the Chair. The Chair declares intent or not to exercise voting right.
- B. Vice Chair: The Vice Chair shall preside in the Chair's absence and shall have the full powers of the Chair on matters that come before the Commission during the Chair's absence. The Vice Chair shall accept and undertake duties as delegated by the Chair and assist the Chair as requested.

Article D: Duties of Commission.

The duties of the Agricultural Commission are:

1. Promote agricultural activities within the Town of Boscawen,
2. Be an advocate for agriculture before the Boards, Commissions, and legislative bodies within the Town of Boscawen, the counties and State of New Hampshire, as well as the federal government,
3. Be available to advise and assist other Town Boards and Commissions as well as the general public on agricultural matters in accordance with RSA 674:44-f.

Article E: Committees.

1. The Chair may from time to time appoint sub-committees for any purpose deemed necessary. Each sub-committee shall report to the Commission at each meeting or at such other times as may be requested.

Article F: Meetings.

1. All meetings, including non-public sessions, shall be held in accordance with RSA 91-A,
2. Regular meetings shall be held at a minimum of four times annually and at other times as may be necessary at the call of the Chair. The meetings will be held at the Municipal Office Building or other designated place on the 2nd Thursday of each month at 7:00 PM in accordance with RSA 673:10,
3. Special meetings and/or workshops may be called by the Chair or, in his/her absence, by the

Vice Chair; or at the request of three Commission members. Public notice and notice to each member shall be given at least 24 hours prior to such meeting, excluding Sundays and legal holidays. The notice shall specify the meeting's purpose. If a public hearing is called for, the requirements of RSA 676:7 shall apply.

4. Quorum: A majority of the Commission membership shall constitute a quorum, including alternates sitting in place of regular members in accordance with RSA 673:11. Should a quorum of Commissioners not be present to begin a meeting, the Chair shall designate alternate members needed to reach a quorum. If any regular Commissioner is absent from any meeting or hearing, or is disqualified from sitting on a particular application or other business, the Chair shall designate an alternate member to sit in place of the absent or disqualified member. Alternate members have all regular member powers and duties in regards to any matter under consideration on which a regular member is unable to act. The alternate member shall continue until the matter is completed; the regular member does not vote on that matter,
5. In the matter of selecting voting alternates, the Chair shall maintain a list of which alternates have voted and chose the voting member in order of rotation,
6. Alternates who are not voting may partake in deliberations and will be seated with the voting members,
7. Members and alternates are requested to attend all regular meetings and as many other meetings, site walks, and commission sponsored educational programs as possible. Notification of absence shall be submitted to the Chair in advance. Continued absences, (more than three consecutive unexcused meetings), will result in a letter of warning to the member. If absences continue, the member will be requested to submit his or her resignation by a date certain. If the member does not resign by that date, the Select Board will be so notified and requested to remove the member for cause in accordance with RSA 673:13,
8. Disqualification: Any member who has a conflict of interest in any matter before the Commission shall disqualify himself or herself from voting or speaking on said matter. If any member finds it necessary to be disqualified from sitting on a particular case, he/ she shall notify the Chair as soon as possible so that an alternate may be appointed to fill the place. Either the Chair or the member shall announce the disqualification before the discussion or the public hearing begins. The member disqualified shall leave the Commission table during all deliberations and hearings on the matter. 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 any required public hearings. A vote on a question of disqualification shall be advisory and non-binding, and may not be requested by persons other than Commission members in accordance with RSA 673:14.

Article G: Order of Business.

1. The Order of Business shall be governed by rules outlined in the Rules of Procedure in accordance with RSA 676:1.

Article H: Nonpublic Session.

1. Nonpublic sessions are only allowed for specific exemptions detailed in RSA 91-A,

2. The Agricultural Commission may exclude the public only after passing a motion stating the exemption relied upon for the nonpublic session. The motion, duly seconded, must be carried by an affirmative recorded roll-call vote of a majority of the members present,
3. All discussion and decisions made during nonpublic session shall be confined to the matters set out in the motion,
4. Minutes of proceedings in nonpublic session shall be kept, and the record of all actions shall be made available for public inspection as outlined in RSA 91-A:3, III. If it is determined by a recorded vote of 2/3 of the members present that indulgence of the information would have an adverse affect (see RSA 91-A:3, III) information may be withheld by sealing the minutes until (in the opinion of a majority of members) the applicable circumstances no longer apply. In that case, immediately after the nonpublic session, the Commission will take a roll call vote in public session to seal the minutes.

Article I: Joint Meetings and Hearings

1. The Commission may hold joint meetings and hearings with other “land use boards” including the Planning Board. Each Board shall have discretion whether or not to hold such joint meeting or hearing in accordance with RSA 676:2.
2. Joint business meetings with another local land use board may be held any time when called jointly by the Chairs of the boards or commissions.
3. The rules of procedure for joint meetings and hearings, the subject matter of which involves the Commission, shall be the same as these rules of procedure, except that the order of business shall be as follows:
 - A. Call to order by the Chair. The Chair of a joint meeting is governed by RSA 676:2,
 - B. Introduction of members of the boards involved by their respective Chairs,
 - C. Explanation of reason for joint meeting/hearing by Chair,
 - D. In the case of a public hearing relative to a requested permit or an application for a plan of approval, or both, the applicant shall be called to present his proposal,
 - E. Adjournment.
4. Each board involved in a joint public hearing shall make its own decision, based on its criteria for the particular matter.

Article J: Records

1. Commission records shall be kept by the Secretary and shall be made available for public inspection within five business days at the town office as required by RSA 676:3, II,
2. Minutes of meetings including Commission member's names, persons appearing before the Commission and a brief description of the subject matter, shall be open to public inspection as required in RSA 91-A:2, II.

Article K: Amendments

1. This Statement of Purpose/Bylaws may be amended by a 2/3 majority vote of Commission

members provided that such amendment is duly noticed and read at the meeting immediately preceding the meeting at which the vote is taken,

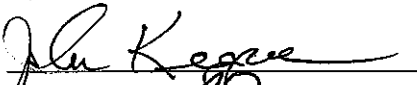
2. The Rules of Procedure may be changed at any meeting by two-thirds majority vote of the Commissioners,
3. The Statement of Purpose/Bylaws shall be filed with the town clerk,
4. The Statement of Purpose/Bylaws are regulated by current RSA's and may be amended from time to time.

Adoption:

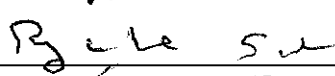
Adopted by the Boscawen Agricultural Commission at a regularly scheduled and duly noticed public meeting held on September 9, 2010 as required by RSA 676:1.

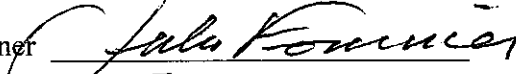
Amendments:

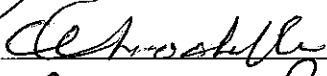
- Article A, Section 2 was amended by replacing the word "purposes" with "mission" in the first sentence and correcting the grammar on April 14, 2011.
- Article B Membership was amended by adding section 6 on April 14, 2011
- Article C, Organization and Officers, Section 1, C-Secretary and D-Treasurer were combined on June 9, 2011.

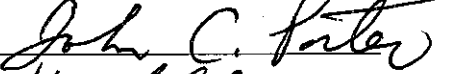
signed: John Keegan, Chair 

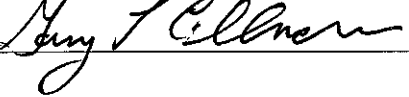
signed: William Bevans, Vice Chair 

signed: Roger Sanborn, Commissioner 

signed: Julie Fournier, Commissioner 

signed: Tina Larochelle, Commissioner 

signed: John Porter, Commissioner 

signed: Gary Tillman, Commissioner 

Adoption Certification:  Date: 6/14/2021
(Town Clerk)

