

# **WINDHAM LOCAL ENERGY COMMITTEE**

## **RULES OF PROCEDURE:**

### **SECTION I : GENERAL:**

The Windham Local Energy Committee (LEC) was established in 2010 by the Board of Selectmen, Town of Windham, to advise and assist the Town and its residents on reducing their energy usage and costs.

### **SECTION II : DEFINITIONS:**

A) "*LEC*": Local Energy Committee.

### **SECTION III : FUNCTIONS:**

The LEC shall perform the following functions in assisting the respective segments of Town.

#### A) Municipality:

1. Establish periodic energy/emissions inventories and recommend energy saving goals for all departments, structures and apparatus.
2. Identify and pursue federal, state, and other grants and funding for energy projects and assist in administering the grants awarded.
3. Draft, develop, and amend content and direction for the energy chapter of the Town Master Plan.
4. Provide input on all development/construction projects and recommend alternative energy solutions wherever possible.
5. Ensure all future planning considers long term energy requirements in equipment purchases and infrastructure developments.

#### B) Residential and Commercial:

1. Act as an educational resource for the Town in an effort to raise public awareness and inform the community of the financial and environmental benefits of renewable energy solutions and energy conservation.

#### C) General:

1. Request information from Town departments and officials in the course of their duties and seek advice and consultation from other citizens, town employees and officials, professionals, and other groups as needed.
2. Create sub-committees charged with specific tasks and request the Board of Selectmen to appoint interested residents to serve for a temporary term.

**SECTION IV : ADMINISTRATION:****A) MEMBERSHIP:**

1. As established by the Board of Selectmen, the LEC shall consist of the following:
  - a) Seven (7) Regular members, one of which shall be the Town Maintenance Director.
  - b) Two (2) Alternate members.
2. The terms of office shall be three years, except that in order to ensure a staggered appointment schedule, the initial appointments to the LEC shall be as follows: three members for three (3) year terms, two members for two (2) year terms, and two members for a one (1) year term.
3. Each member shall be a resident of the Town. All members shall serve without compensation.
4. The LEC has the option to recommend to the Board of Selectmen the replacement of any member with absences from three (3) consecutive meetings in one year, or a total of five (5) absences in one year.
5. No member shall act in a manner detrimental to the operations of the LEC.
6. CONFLICT OF INTEREST: Matters involving conflict of interest will be handled in accordance with the Town of Windham's Conflict of Interest Policy (# WIN 1:00:05:87).
7. MEMBERSHIP REPLACEMENT: When a vacancy occurs, the LEC shall notify the Board of Selectmen, who shall then proceed using the Town's Appointment Guidelines.

**B) MEETINGS:**

1. In order to conduct an official meeting of the LEC, a quorum must be present. A quorum shall consist of four (4) members.
2. The LEC meetings shall be open to the public in accordance with NH RSA 91-A, and be held at a regular time and place to be determined by the first seated committee when possible. The time and place of each meeting shall be posted in accordance with these requirements. All records and minutes of any LEC meeting or action shall be filed with the Administration Office and be made available to the public in accordance with State statute.
3. Special meetings may be called by the Chairman provided that at least forty-eight (48) hours prior notice of the time, place, and business of such meeting be given each member of the LEC and posted in at least one public place forty-eight (48) hours prior to the meeting.

C) ELECTION OF OFFICERS: The LEC shall conduct yearly elections in the month of June. Officers shall be the Chairman, Vice Chairman and Secretary.

D) DUTIES OF OFFICERS:

1. The duties of the Chairman will be to:
  - a) Preside at all meetings of the LEC and, when he or she is present, direct the work of the LEC.
  - b) Appoint standing committees from the membership as approved by the LEC.
2. The duties of the Vice Chairman will be to assume the duties of the Chairman in his or her absence.
3. The duties of the Secretary will be to:
  - a) Post notices of LEC meetings and give notice to members when necessary.
  - b) Keep minutes of all meetings and proceedings of the LEC and record any actions taken.
  - c) Prepare and distribute draft copies of meeting minutes for the next meeting.
  - d) Supply a copy of each set of minutes to the Administration Office and to a local newspaper.

**SECTION V: WAIVERS:**

Any provisions of these Rules may be temporarily waived by a majority vote of the Board of Selectmen for good cause shown.

**SECTION VI : AMENDMENTS:**

At least annually, or more often should the LEC consider it necessary, the LEC shall review these Rules of Procedure and recommend any amendments in writing to the Board of Selectmen for adoption. Said recommendations shall be made in the form of a vote.

Written notice of intent to consider amendments must be publicly posted, sent to each member of the LEC, and sent to the Board of Selectmen, at least twelve (12) days prior to the meeting at which the proposed action is to be taken.

**SECTION VII : EFFECTIVE DATE:**

These Rules of Procedure shall be effective upon a vote of the Board of Selectmen and shall replace any and all former LEC Rules of Procedure enacted by the Town.

**Approved by the Board of Selectmen this 8th day of March, 2010.**

**Galen Stearns**  
**Bruce Breton**  
**Roger Hohenberger**  
**Charles McMahon**  
**Ross McLeod**  
Board of Selectmen