

NASHUA HISTORIC DISTRICT COMMISSION BY-LAWS

These by-laws are adopted in accordance with the New Hampshire Revised Statutes 2020-2021 Edition) (Title LXIV, Chapters, 672 - 677); Nashua Revised Ordinances, (Recodified 2007); Chapter 190 – Nashua Revised (Land Use) Ordinances (adopted Nov. 2020); and any or all subsequent amendments.

1. PURPOSE

The purpose of the Historic District Commission is to recognize and safeguard the structures and places of historical and architectural value in the City of Nashua.

2. BY-LAW AMENDMENTS

These by-laws may be amended at any regular meeting of the Commission by a two-thirds vote of all the members present, providing notice of such amendment shall have been given in writing at a previous regular meeting.

3. OFFICERS

- a. Election of Officers will be held at the first regular meeting in October as the first order of business. Nominations for the Chairman, Vice-Chairman, and Secretary will be made from the floor. Voting shall be conducted by written ballot. The new officers shall assume their duties immediately after the election and will serve for a period of one year or until his/her successor shall be duly elected. All officers shall be eligible for re-election.
- b. The Chairman shall preside over all meetings, hearings, and executive sessions, appoint such committees as directed by the Commission and shall perform other such duties as the Commission may direct. The Chairman may approve on his/her authority any expenditures not exceeding twenty-five dollars (\$25.00) within appropriations made and funds available.
- c. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman.
- d. The Secretary shall be responsible for the keeping of all records of the Commission, including the minutes of all meetings, public hearings, proceedings and the names of all members present.
- e. In the absence of any officer at a regular or special meeting, an officer pro tempore may be elected by the Commission.

- f. In the event that any of the officers for any reason is not able to continue in his/her elected capacity as an officer of the Commission, any upon notice to the Commission to this effect, a new election will be held at a regular meeting to elect a successor who will complete the unexpired term.

4. MEETINGS

The Commission shall meet as determined by a calendar adopted by the Commission each year. **Meetings to be held on the fourth Monday of the month, except May and December, due to holidays. Meetings begin at 6:30 p.m.** Other meetings to be set by the Commission or called by the Chairman.

The meetings shall be conducted by the rules of parliamentary practice as comprised in "Robert's Rules of Order" except in any case which is inconsistent with the City Ordinance and By-Laws.

5. ORDER OF BUSINESS

The following shall be the order of business at all regular meetings:

- a. Call to Order
- b. Roll Call
- c. Approval of minutes of the previous meetings
- d. Communications
- e. Report of the Chairman and Committees
- f. Old Business
- g. New Business
- h. Applications
- i. Adjournment

6. ALTERNATE MEMBERS

- a. In accordance with NH RSA 673:4, if any regular Commission member is absent from any meeting or hearing or disqualifies her/himself from sitting on a particular case, the Chair shall designate an alternate member to sit in place of that regular member.
- b. The appointed alternate shall act in all respects as a full member of the Commission while so sitting. An alternate, once seated to hear an application as a voting member, shall continue serving as a voting member of the Commission on that application until such time as final action is taken on the application.

- c. Alternates who are not seated by the Chair to fill the seat of an absent or recused member may participate with the Commission in a limited capacity. During a public hearing alternates may sit at the table with the regular members and may participate in the review and deliberation of the application but shall not participate in any vote on the application.
- d. The Chairman will announce who is participating in the vote on each application at the beginning of the hearing. During work sessions alternates may fully participate, exclusive of any motions and votes that may occur.

Accepted this date, _____, by the Historic District Commission

Chairman: _____

Vice Chairman: _____

Secretary: _____

Rev. March 9, 2021, by Planning Dept.