

BY-LAWS
Transfer Station Safety Committee
SALEM, NEW HAMPSHIRE

A. PURPOSE:

The mission of the Transfer Station Safety Committee shall be to review the operations of the Transfer Station, identify areas for improvement and efficiency, and make recommendations to the Town Council for consideration.

B. MEMBERSHIP:

The Committee shall consist of seven members to be appointed by the Town Council, to include the following representation:

- Three representatives of the Municipal Services Department
- One representative of the Finance Department
- One representative of the Town Manager's Office
- One representative of the Town Council
- One resident of the Town

The Resident member shall be appointed for a three-year term. It is recommended that all appointees serve for at least one year, or for the remainder of their elected term, in order to provide continuity to the Committee. Vacancies in membership created during the year shall be filled by the Town Council.

C. OFFICERS:

The officers of the Transfer Station Safety Committee shall be a Chairman, Vice Chairman and a Secretary who shall be elected at the Committee's first and subsequent organizational meetings. Election shall be by a majority vote of those present.

1. The Chairman shall preside at all meetings, set the agenda for meetings, and perform other duties customary to the office. The Chairman shall be responsible for the conduct and decorum of the meeting.
2. The Vice-Chairman shall, in the absence of the Chairman, preside at meetings and generally carry out the duties of the Chairman in their absence or at their request.
3. The Secretary is the custodian of the official minutes of meetings and shall sign the minutes as approved. In the absence of the Chairman and the Vice-Chairman, the Secretary shall preside over and assume all duties and responsibilities of the Chairman.

D. STAFF SUPPORT:

One Town Employee (currently the Municipal Services Administrative Assistant) will be appointed to assist the Committee, will issue notices of all meetings, prepare minutes on behalf of the committee and perform other duties as necessary.

E. CONDUCT OF MEETINGS:

1. All meetings are subject to the requirements of RSA 91-A.
2. Meetings will be scheduled as needed at the call of the Chairman.
3. A quorum shall consist of four members of the Committee.

4. Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of dispute regarding procedural matters, Robert's Rules of Order shall serve as a guideline with a vote of the Committee being the final deciding authority.
5. All proposals seeking action by the Committee shall be presented by a formal Motion.
6. Votes shall be by a show of hands or by a roll call. The vote of each Committee member present shall be recorded in the minutes of the meeting.

F. ADOPTION AND AMENDMENT:

1. These bylaws shall become effective after adoption by majority vote of the Committee.
2. These bylaws may be amended from time to time by a majority vote of the Committee.