

WINDHAM FORESTRY COMMITTEE **RULES OF PROCEDURE:**

SECTION I: GENERAL

The Windham Forestry Committee (hereinafter "Committee") was created in 2014 through the adoption by a Town Meeting vote to designate certain town owned parcels of land as Town Forest under the provisions of RSA 31:110.

SECTION II: DEFINITION

"Town Forest": Refers to the following six (6) parcels of Town Conservation Land as voted: 25-R-7010, 25-R-8000, 25-R-7025, 25-R-103, 25-R-6500, and 25-R-6000A. Collectively, these parcels comprise approximately 201.4 acres and are known as the McIlvaine Town Forest.

SECTION III: FUNCTIONS

The Committee shall be responsible for the management of the Town Forest in accordance with RSA 31:111 including, but not limited to the following functions:

1. Develop and maintain a Forestry Stewardship Plan.
2. Encourage the proper management of the timber, firewood, and other natural resources associated with the Town Forest through plantings, timber stand improvements, thinning, harvesting, reforestation, and other multiple use programs consistent with an approved Forest Stewardship Plan.
3. Identify and pursue Federal, State, and other grants and funding for the purposes of managing and maintaining the Town Forest.
4. Provide public outreach and education on forest management best practices.
5. Protect cultural and historic resources in the carryout of the Forest Stewardship Plan.
6. Improve town forest recreational opportunities and public access.
7. Submit recommendations to the Board of Selectmen on warrant articles for use of the forest maintenance fund.

SECTION IV: ADMINISTRATION

A) MEETINGS:

1. In order to conduct an official meeting of the Committee, a quorum of three (3) members must be present.
2. Meetings shall be properly posted and open to the public in accordance with NH RSA 91-A. Meetings shall occur, whenever possible, at a regular time and place as determined by the first seated Committee. All records and minutes of Committee meetings or actions 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 twenty-four (24) hours prior notice of the time, place, and business of such meeting is given each member of the Committee. Further, notice of same shall be posted in at least two (2) public places twenty-four (24) hours prior to the meeting.

B) ELECTION OF OFFICERS:

The Committee shall conduct yearly elections in the month of June. Officers shall be the Chairman, Vice Chairman and Secretary.

C) DUTIES OF OFFICERS:

1. The Chairman shall:
 - a) Preside at all meetings of the Committee and, when he or she is present, direct the work of the Committee.
 - b) Appoint standing sub-committees from the membership as approved by the Committee.
2. The Vice Chairman shall assume the duties of the Chairman in absentia.
3. The Secretary shall:
 - a) Post notices of Committee meetings; providing same to the members as necessary.
 - b) Keep minutes of all meetings and proceedings of the Committee 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.

SECTION V: WAIVERS

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

SECTION VI: AMENDMENTS

At least annually, and more often should the members deem it necessary, the Committee shall review these Rules of Procedure and consider amendments. Said recommendations shall be made in the form of a vote.

Written notice of intent to consider amendments must be publicly posted and sent to each member of the Committee 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 Committee and shall replace any and all former Forestry Committee Rules of Procedure enacted by the Town or Committee.

Adopted by the Windham Forestry Committee on September 25th, 2015.