

CANTERBURY BUILDING NEEDS COMMITTEE

POLICY AND OPERATIONS MANUAL

ARTICLE I NAME, PURPOSE

Section 1: The name of this committee shall be **“The Canterbury Building Needs Committee (CBNC)**.

Section 2: The CBNC was authorized by a vote at the 2001 Annual Town Meeting directing the Town Moderator to appoint a committee of citizens for the purpose of reviewing existing Town buildings as currently utilized and to assess their needs regarding repairs or renovations, and to determine whether expansion or replacement of buildings is deemed advisable.

Section 3: The CBNC has the further charge, authorized at the 2003 Annual Town Meeting, to implement, monitor and oversee the comprehensive building plan of action voted at the 2003 Town Meeting, and doing all that may be required to complete the project in a timely and cost efficient manner.

ARTICLE II OFFICERS

Section 1: The officers of this committee shall be a **Chairman, Vice-Chairman** and **Secretary**. Terms of office shall be for one year.

ARTICLE III ELECTION OF OFFICERS

Section 1: Officers shall be elected by a majority of the committee members present at the first committee meeting following the annual Town meeting.

Section 2: Nominations may be made by any committee member and require a “second” to be considered for vote.

Section 3: The Chairman shall be named by the Town Moderator for the initial year of operation. Thereafter the position is open for nomination and vote by the committee membership.

ARTICLE IV DUTIES OF OFFICERS

Section 1: The Chairman shall preside at all meetings of the committee; shall appoint sub-committees when appropriate; shall preserve order; may call a special meeting at any time; and shall have the deciding vote on all questions of equal division.

Section 2: The Vice-Chairman shall perform the duties of the Chairman in the absence of the Chairman and such other duties as may be assigned by the Chairman.

Section 3: The Secretary shall keep in writing the Minutes of all meetings of the committee and maintain a file of all pertinent contracts, documents, reports and other business to come before the committee.

ARTICLE V MEETINGS

Section 1: The Committee shall hold an annual meeting on the first Wednesday after The Canterbury Town Meeting. The business of this meeting shall be the election of officers, reports of officers, establishment of meeting dates for the coming year and any other business to properly come before the committee.

Section 2: Regular meetings of the committee will be held on the first and fourth Wednesdays of each month at a time and place determined by the Chairman.

Section 3: The Chairman may call a special meeting at any time it is felt that business of the committee requires prompt action.

Section 4: Notice of all regular and special meetings shall be given to committee members by the Secretary at least 24 hours in advance of the meeting.

ARTICLE VI MEMBERSHIP

Section 1: Membership shall be classed as follows:

Appointed Member. Appointed Members will be those selected and appointed by the Town Moderator. All Appointed Members shall have the right to vote on issues before the CBNC.

Alternate Member. Alternate Members shall be those persons who, because of membership on some other town committee that oversees an area under review by the CBNC, have been requested to sit with the committee to assist in the committee's deliberations.

Alternate Members may be appointed by either the Town Moderator or the Committee Chairman.

Any Alternate Member may become an Appointed Member at the request of the Chairman and approval of the Town Moderator.

Advisory Members shall be those persons who, because of an area of expertise, have been requested to sit with the committee to assist in the committee's deliberations.

ARTICLE VII VOTING

Section 1: All **Appointed** committee members have the right to vote.

Section 2: A majority of the **Appointed** committee members shall constitute a quorum.

Section 3: All issues shall be decided by a simple majority of the members present and voting. The Chairman shall cast the deciding vote on all questions of equal division.

Section 4: If necessary to constitute a quorum, the chair may appoint an **Alternate Member** to be a **Temporary Appointed Member** with the right to vote on issues to come before the committee.

ARTICLE VIII
AMENDMENTS

Section 1: This Policy and Operations Manual may be amended at any time on motion properly made, seconded and voted by a majority of those present and voting.