



Association of Counties

County Commissioners Council

Bylaws

Approved:
January 6, 2006

Amended:
October 16, 2019

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Article I – Name

- A. The name of this association shall be the New Hampshire County Commissioners Council.

Article II – Purpose and Objective

The purpose of this association shall be to:

- A. Provide opportunity to exchange ideas on the administration of County Government.
- B. Offer direction and advice regarding policy, legal and legislative matters regarding the effective administration of County Government.
- C. Encourage the continuing improvement of services and public understanding of County Government.
- D. Act upon any and all fiscal matter relating to the New Hampshire Association of Counties operations including budget matter as well as dues or special assessments.

Article III – Membership

- A. All duly elected County Commissioners in New Hampshire are members of the Council.
- B. Any non-county Commissioners who serves as President of the New Hampshire Association of Counties will serve as ex-officio non-voting member of the Commissioners Council.

Article IV- Officers

- A. The officers of the Commissioners Council shall consist of a Chairman, Vice-Chairman and Clerk who will be elected from the general membership and shall serve for a two-(2) year term. Election of Council officers shall be in January of the odd number year following the regular, state-wide election held in the even number year.

Article V – Duties of Officers

Section 1 – The Chairman

- A. The Chairman shall be the chief spokesman for the Council and preside over all meetings of the Council.
- B. Appoint any and all committees as necessary.
- C. Call for all meetings of the Council when appropriate.

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- D. Perform all duties incumbent upon him/her.
- E. Perform other functions as may be required by the Council.

Section 2 – The Vice-Chairman

- A. The Vice-Chairman will perform the duties of the Chairman in the absence of the Chairman.
- B. Perform other functions as may be required by the Council.

Section 3 – Clerk

- A. The Clerk shall keep accurate records of all proceedings of the Council.
- B. Have custody of records of the Council.
- C. Perform other function as may be required by the Council.

Article VI – Meetings

Section 1 – Dues and Special Assessments Committee

- A. The Chairman or designee from each member county shall serve by virtue of their position on this committee.
- B. The Committee will meet to create dues and special assessments as requested by the NH Association of Counties.
- C. The Committee will present the dues and assessments to the Commissioners Council and the recommendation must be approved by a majority vote of member counties plus one.
- D. A quorum is a majority of member counties in good standing and present.

Section 2 – Special Meetings

- A. A special meeting shall be held every January of every odd numbered year for the purposes of hearing from the nominating committee and to elect officers for the next two- (2) years and for any other business that may be required.

Section 3 – Regular Meetings

- A. All other meetings will be at the call of the Chairman or at the request of at least six (6) member counties.

Article VII – Committees

Section 1 – Nominating Committee

- A. The Chairman shall appoint a nominating committee for the purpose of presenting a slate of officers at the special meeting to be held in January of every odd numbered year. The nominating committee shall meet within 45 days of the January special meeting.

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Section 2 – Special Committees

- A. The Chairman shall appoint special committees from time to time. To consider and report on any special matter that may be deemed of importance to the Council or County Government.
- B. At the time of appointing any special committee, the Chairman may designate the chairperson thereof, and shall have the power to remove any members and substitute another committee member in the case of such member or members default in discharging the duties as specified.

Article VIII – Elections and Balloting

Section 1 – Officer Election and Balloting

- A. The election of officers shall be by voice vote unless a nomination is offered from the floor. If a nomination is offered from the floor, a secret ballot shall be distributed, collected and counted by a group of three (3) Commissioners appointed by the Chairman, who are not seeking election.

Article IX – Voting and Representation

Section 1 – Voting

- A. Each voting member, unable to attend a meeting, may vote by written proxy on any agenda items; such proxy will be announced and recorded at any regular scheduled meeting provided the vote is in the hands of the Clerk, prior to any scheduled meeting.
- B. Any Board of Commissioners may send a representative to participate in any regular meeting to provide information or input. This representative shall have no voting privileges.

Article X – Parliamentary Authority

- A. The rules of Parliamentary Procedure comprised in the current edition of Robert's Rules of Order, newly revised, shall govern all proceedings of the Council.

Article XI – Amendments

- A. The bylaws of this Council may be amended at any meeting by a two-thirds vote, provided that the members are notified at least fifteen (15) days prior to the meeting.