



CITY of NASHUA

GREEN TEAM BY-LAWS

Article I – Name

The name of this organization shall be the Nashua Green Team; hereafter referred to as the "Green Team".

Article II – Principal Place of Business

The principal place of business of the Green Team shall be at Nashua in the County of Hillsborough and State of New Hampshire.

Article III – Purpose

The Green Team is established pursuant to the Nashua Revised Ordinances (NRO), Article XIV, Section 2-1006 to continue to pursue the city's goals to reduce greenhouse gas emissions, increase energy efficiency, decrease air pollution, and reduce energy expenditures.

Article IV – Duties and Functions Relative to Purpose

The Green Team shall advise the Mayor, Board of Aldermen, and division directors as to what methods to use to pursue its purpose. The Green Team shall work with city departments, officials, businessmen, citizens, and environmental experts to develop an action plan to achieve purpose and a framework by which environmentally responsible decisions should be made. The Green Team shall assist the mayor, board of aldermen and city departments to implement the action plan and to provide continued evaluation and report the progress of the city in meeting these goals to all interested parties.

In support of this purpose, the Green Team shall have the following duties and perform the following functions:

1. Conduct research on methods to reduce greenhouse gas (ghg) emissions.
2. Seek to coordinate the activities of unofficial bodies organized for similar purposes.
3. Keep a spreadsheet of resources available on related topics.
4. Update the Clean Air and Climate Protection Software as needed to track the City's progress.
5. Recommend to the Mayor and Board of Aldermen or to the appropriate department or division specific programs necessary to implement the action plan.
6. Research funding sources to implement the action plan.
7. Keep accurate records of its meetings and actions.
8. File an annual report with the City Clerk to be included in the city's annual report.
9. Attend events, conferences and meetings, as necessary, to develop and retain contact with organizations and agencies working on similar programs.
10. Organize or participate in any activity necessary to further implement the action plan.

Article V – Publications and Advertisements

The Green Team may advertise, publish, and distribute material it deems necessary for its work.

Article VI – Finances

1. General

Monies such as, but not limited to, grants and donations, may be received by the Green Team to be expended for purposes consistent with the goals of the Green Team. Any amount over \$500.00 shall be voted on by a majority of the Green Team members and recorded by the Treasurer.

2. Energy Conservation Trust Fund (Scott Pollock is working on language for this section)

The Green Team may establish an Energy Conservation Trust Fund, through legislative process. The Green Team will only consider funding projects that are consistent with the goals of the Green Team. Payback to the fund will include the project cost plus 5%.

3. Accounting Procedure

All monies maintained or expended by the Green Team shall be in accordance with City accounting policies and procedures and with generally accepted accounting policies and procedures.

4. Purchasing and Contract Award

Activity related to purchase orders and/or contract awards will be in accordance with NRO sec. 2-236 through sec 2-270 and with the City of Nashua Purchasing Manual, latest revision.

Article VII – Structure of the Green Team

1. General

The Green Team consists of a minimum of seven (7) members, all of whom are appointed by the Mayor. At least one (1) member will be appointed to represent each of the following divisions and departments: information technology department, division of public health and community services, division of public works, administrative services division, community development division, the mayor's office, the Nashua school department, and CityBus. At least one (1) member shall be appointed from the board of aldermen by the president of the board of aldermen to serve through the duration of their tenure. Additional members may be appointed at large and will serve for two (2) year terms.

2. Removal of a Member

A Member may be removed for cause from office by a two-thirds (2/3) vote of the Green Team present at a regular meeting after a petition by a quorum of the Green Team. This petition must be provided seven (7) days prior to the next regular meeting. In addition, copies of the petition must be sent to the Mayor.

3. Reappointment of a Member

A review process of a Member whose term is up for reappointment will be conducted by the Chair at the first meeting in September with a letter of recommendation to the Mayor.

4. Lapse in reappointment of a Member

In the event a Member's term has expired, no member may hold over more than 90 days after expiration of their term. A vacancy shall result until the member is reconfirmed or a successor is confirmed.

Article VIII – Officers

1. *Chair*

a. *Election and Tenure*

The Chair shall be elected by and from the membership no later than the second meeting of all the Green Team each calendar year. The Chair shall serve for a term of one calendar year and may be re-elected for successive terms.

b. *Duties*

The Chair shall, in addition to the duties imposed by law, preside at all meetings of the Green Team at which he is present and direct the work of the Green Team. He shall direct the calling of meetings of the Green Team. He shall appoint all committee members. Annual committee appointments shall be made by the Chair no later than the second meeting of the Green Team following his appointment as Chair and thereafter, no later than the second meeting of the Green Team each calendar year.

c. *Vacancy*

In the event of a vacancy in the office of Chair, the Vice-Chair shall assume the office of Chair for the remainder of the term.

2. *Vice-Chair*

a. *Election and Tenure*

The Vice-Chair shall be elected by and from the membership no later than the second meeting of the Green Team each calendar year. The Vice-Chair shall serve for a term of one calendar year and may be re-elected for successive terms.

b. *Duties*

The Vice-Chair shall preside at all meetings of the Green Team in the absence of the Chair and shall perform all duties and have all powers of the Chair in case of temporary absence or incapacity of the Chair.

c. *Vacancy*

In the event of a vacancy in the office of Vice-Chair, a special election shall be held to fill the office for the remainder of the term. The special election shall be held no later than the second meeting after which the vacancy occurred.

3. *Clerk*

a. *Election and Tenure*

The Clerk shall be elected by and from the membership no later than the second meeting of the Green Team each calendar year. The Clerk shall serve for a term of one calendar year and may be re-elected for successive terms.

b. *Duties*

The Clerk, or his designee, shall keep accurate records of the meetings and other proceedings of the Green Team. The Clerk shall notify each member of each meeting of the Green Team in accordance with Article XII. He shall prepare and file an annual report with the City Clerk by the end of August. The Clerk shall perform all other duties imposed by law, assigned by the Chair, or otherwise herein provided.

c. *Vacancy*

In the event of a vacancy in the office of Clerk, a special election shall be held to fill the office for the remainder of the term. The special election shall be held no later than the second meeting after which the vacancy occurred.

4. *Treasurer*

a. *Election and Tenure*

The Treasurer shall be elected by and from the membership no later than the second meeting of the Green Team each calendar year. The Treasurer shall serve for a term of one calendar year and may be re-elected for successive terms.

b. *Duties*

The Treasurer shall maintain an accurate record of the funds and other properties, real and personal, which the Green Team has available. The Treasurer shall prepare the budget by the end of the fiscal year, update and process expenditures, and present an accounting to the Green Team at the first meeting of each calendar quarter.

c. *Vacancy*

In the event of a vacancy in the office of Treasurer, a special election shall be held to fill the office for the remainder of the term. The special election shall be held no later than the second meeting after which the vacancy occurred.

5. *Removal of an Officer*

An Officer may be removed for cause by a two-thirds (2/3) vote of the Green Team present at a regular meeting after a petition by a quorum of the Green Team. This petition must be provided ten (10) days prior to the next regular meeting. In addition, copies of the petition must be sent to the Mayor.

Article IX – Duties of Members

Each member of the Green Team, including the Chair, Vice-Chair, Clerk, and Treasurer shall carry out the duties, functions and responsibilities of the Green Team as detailed in Article IV.

Article X – Committees and Consultants

1. *Committees*

Committees shall be established by vote of the members of the Green Team for any purpose deemed necessary in accordance with the purpose as detailed in Article III. Committee members shall be members of the Green Team and shall be appointed by the Chair of the Green Team as provided by Article VIII above. Each Committee shall report to the Green Team as necessary or upon request.

2. *Consultants*

By vote of the members of the Green Team, Consultants may be selected for any purpose deemed necessary in accordance with the purpose as detailed in Article III. Each Consultant shall report to the Green Team as necessary or upon request.

a. *Professional and technical assistance*

Within the budget approved by the Green Team, and in a manner prescribed by the Green Team, technical and clerical assistance may be employed to carry out the work of the Green Team.

b. *Selection of Consultants*

Consultants shall be chosen by the members. Preference for such positions shall be given to persons or companies in or around the City of Nashua. Any person or company selected, however, shall not have the rights and privileges of a member of the Green Team and in particular, shall not have the right to vote.

Article IX – Meetings

The Chair shall direct the calling of one (1) regular meeting of the Green Team each month no later than the first meeting in December. The Green Team shall communicate its schedule for the upcoming year to the Mayor’s Office. Such regular meetings shall be held on the third Thursday of each month at 3:30 p.m. at City Hall, unless otherwise specified by the Chair prior to the third Thursday. Special meetings may be held, if necessary, at the discretion of the Chair. It shall be the duty of the Chair to call such a meeting when requested to do so in writing by a majority of the members of the Green Team and when such written request specifies the purpose of such a meeting. At any special meeting, no business other than that specified in the written notice may be considered except by unanimous consent of those present.

Article XII – Transaction of Business

1. Quorum

Four (4) members in current standing shall constitute a quorum for the transaction of any business.

2. Conduct of Meetings

All meetings shall be conducted pursuant to Roberts Rules of Order when conducting official business related to expenditures or project execution.

3. Agendas

All agenda items shall be identified by title or subject matter both on the written notice of each meeting and prior to consideration at any meeting. All requests for items to be included on the agenda shall be filed with the Chair on or before five (5) o’clock p.m. on the Monday preceding the meeting. Any matter not requiring prior legal notice may be placed on the agenda at any meeting by a majority vote of the members present.

4. Voting

A vote of the majority of the members of the Green Team present at the meeting shall be sufficient to decide any matters. Any member may request that his vote on any issue be recorded as an abstention and may withdraw from consideration on any issue. At the request of any member, the Chair shall call for a recorded roll call vote on any issue.

5. Conflict of Interest

No member of the Green Team shall introduce, speak on, or vote on any motion, resolution or issue in which that member has a personal or pecuniary interest, direct or indirect. Notwithstanding the foregoing, the Green Team by vote may permit or request any such member to speak or testify on any such motion, resolution or issue.

6. Right to know

All meetings of the Green Team shall be held in accordance with the provisions of RSA, Chapter 91-A, as amended, relating to meetings open to the public and executive sessions.

Article XIII – Public Hearings

1. The Green Team may, at its discretion, hold public hearings or informational hearings when it determines that such hearings will be in the public interest. Notice of such hearings shall be published or posted at least fourteen (14) days prior to the date of hearings. The matter before the Green Team shall be presented in summary form by a member of the Green Team or by a person designated by the Green Team. Any parties in interest shall be privileged to appear before parties not in interest.

2. Testimony or other evidence shall not be presented under oath. A record shall be kept of those persons testifying and/or presenting evidence at such hearings and, if appearing on behalf of another person or entity, the name of such person or entity.

Article XIV – Amendments to By-laws

These by-laws become effective immediately upon adoption by a two-thirds (2/3) majority of the members present at a meeting at which a quorum has been established. They may be amended at any time by two-thirds (2/3) majority of the Members present at a meeting at which a quorum has been established, providing that all Members have been given at least seven (7) days written notice of the proposed amendment(s). All meetings prior to the adoption of these by-laws are ratified.

At the meeting of the members of the Nashua Green Team of the City of Nashua, held in Nashua, New Hampshire on the _____ of _____ 2007, agreeable to Article XIV of the foregoing by-laws, said by-laws were presented and read, article by article, and upon motion, duly seconded, the following resolution was unanimously adopted.

Resolved: That the foregoing by-laws, as presented, be adopted as the by-laws of the Nashua Green Team of the City of Nashua, and be made part of the permanent records of the organization.

As representatives of the Nashua Green Team, we, the undersigned, do hereby severally make oath that the foregoing is a true record of the adoption of the foregoing by-laws of the Nashua Green Team.

Bernard Streeter
Mayor
City of Nashua

Chair
Nashua Green Team