

**LACONIA HUMAN RELATIONS COMMITTEE**  
**Policies & Procedures**  
**Adopted June 27, 2023**

Name of Committee:	<b>Laconia Human Relations Committee.</b>
Appointment of Members:	The mayor shall appoint no fewer than 7 and no more than 13 members to this committee. They are subject to reappointment on an annual basis. These appointees shall be uncompensated. Appointed members will receive a letter of appointment and will need to be sworn in by the City Clerk. The Mayor will be a non-voting member but otherwise will have all the rights and privileges of members. All members of this Committee agree to support its mission and goals and to participate actively as far as able.
Make up of Committee:	Members must live or work in Laconia. The Committee will strive to include people from all areas of Community Life. Each year in early January, the chairperson in consultation with the Committee will recommend new or renewing members to the Mayor for appointment.
Votes:	Each member present shall have one vote.
Meetings:	Regular meetings shall be held on the second Monday monthly at 3:30pm. Special meetings may be called, as necessary.
Officers:	Each year the Committee will vote for chairperson and secretary. The City Finance department acts as the fiscal agent for the committee. The Committee will vote to elect its officers.
Quorum of Members:	A quorum shall be no less than half of the official appointees. Members, at the discretion of the chairman, may attend via telephone or other electronic means but may not be counted under NH RSA 91A.
Agenda/Minutes:	Minutes will be kept for all Committee and Subcommittee meetings. The Committee and Subcommittees will notice all meetings at least 24 hours in advance and post minutes within five business days through the City Manager's Office. Meetings will not be taped or electronically recorded. The Secretary will take minutes which will be posted to the City website.
Finance:	Expend monies as voted on from their City account for programs and services the Committee deems appropriate. The Committee may receive revenue generated by its programs. The City Finance acts as its fiscal agent.

Social Media:

The Committee's Facebook page may only be used to post announcements and scheduled events. No comments will be made or allowed by the Committee.