

## **APPOINTMENT PROCEDURES FOR COMMISSIONER REPRESENTATION TO THE ROCKINGHAM PLANNING COMMISSION**

As governed by RSA 36:46-III, Commissioners are appointed by Selectmen for four year terms (except when more than one position is filled at once in which case the terms are staggered).

The Planning Board nominates a representative commissioner for consideration by the Selectmen and the Selectmen make the appointment. *The Planning Commission is then informed in writing by the Selectmen of the appointment. The date of appointment, name, address, telephone number and e-mail address of the newly appointed commissioner should be included in the notification letter.*

When a representative resigns, the Commission shall be notified in writing.

### **YOUR JOB AS A COMMISSIONER**

Just what is your role as a regional planning commissioner?

It is twofold: 1) to govern the Commission through decision-making and policy setting, with the staff carrying out your decisions; and 2) to communicate regularly between the Commission and the town or city you represent so that the town is aware of Commission activities and the Commission is aware of local issues and concerns.

What kinds of decisions of Commissioners make?

- \* You decide on the nature and scope of the Commission's regional and local work programs.
- \* You decide on the Commission's annual operating budget – the monies to be spent to support the work activities outlined in the work program.
- \* You decide what the Commission's policies will be in specific areas like natural resources, land use, local technical assistance, water resources, housing, transportation, recreation and open space. The policies in turn govern the work effort.
- \* You decide whether the Commission participates in proposed new projects.
- \* You approve salary levels for the Commission staff.
- \* You represent the interests of the community that appointed you at Commission meetings.
- \* You carry back to your community news of Commission activities and relay your community's concerns and desires to the Commission.
- \* You review staff-produced plans and reports and ask for revisions or additional staff work.
- \* You set policy for and determine Commission administrative and personnel procedures.

When do you participate in the decision-making?

At monthly Commission meetings. Commission meetings are held on the second Wednesday of each month at the Commission's office and at locations that rotate to different communities in the region. (There are usually no meetings in August and December). In addition, an Executive Committee meets monthly and is empowered to make decisions about the operation of the Commission within the prescribed limited outlined in the by-laws. Some Commission meetings (about four per year) are also designated as MPO Policy meetings at which non-member towns and certain state and federal agencies involved with transportation are included in the decision making.