

Merrimack Charter Commission

City Charter Options

	CITY FORMS	
	MAYOR-ALDERMAN	COUNCIL-MANAGER
Governing Body	The governing body shall be a principal officer called the mayor and a board of aldermen. The charter may provide for selection by the elected body of one of its own members to serve as a designated official in the stead of the mayor and shall designate this position by the title vice-mayor, assistant mayor, mayor pro tem or other similar term. (RSA 49-C:8) The mayor shall preside in the board of aldermen and in convention of city councils, and shall be ex-officio chairman of the board of overseers of the public welfare. He shall have a negative upon the action of the aldermen in laying out highways, and in all other matters; but shall have no vote except in case of an equal division; and no vote can be passed or appointment made by the board of aldermen over his veto unless by a vote of 2/3, at least, of all the aldermen elected. (RSA 45:9)	The governing body shall be a city council, all of whom shall be elected. The charter shall provide for the election of the mayor-at-large or the selection by the council of one of its own members to serve as mayor. The charter may provide for selection by the elected body of one of its own members to serve as a designated official in the stead of the mayor and shall designate this position by the title vice-mayor, assistant mayor, mayor pro tem or other similar term. (RSA 49-C:8)
Legislative Body	The governing body is also the legislative body. (RSA 49-C:8)	The governing body is also the legislative body. (RSA 49-C:8)
Chief Administrative Officer	The charter shall specify a mayor who shall be the chief administrative officer and the head of the administrative branch of the city government, supervising the administrative affairs of the city and carrying out the policies enacted by the elected body. He shall enforce the ordinances of the city, the charter, and all general laws applicable to the city. He shall keep the elected body informed of the condition and needs of the city and shall make such reports and recommendations as he may deem advisable and perform such other duties as may be required by charter, ordinance or resolution of the elected body. He shall have and perform such other powers and duties not inconsistent with the provisions of the charter as now are or may be conferred or imposed upon him by municipal ordinance or upon mayors by general law. (RSA 49-C:16) The mayor thus chosen and qualified shall be the chief executive officer of the city...(RSA 45:7)	The charter shall specify a city manager who shall be the chief administrative officer and the head of the administrative branch of the city government, supervising the administrative affairs of the city and carrying out the policies enacted by the elected body. He shall enforce the ordinances of the city, the charter, and all general laws applicable to the city. He shall keep the elected body informed of the condition and needs of the city and shall make such reports and recommendations as he may deem advisable and perform such other duties as may be required by charter, ordinance or resolution of the elected body. He shall have and perform such other powers and duties not inconsistent with the provisions of the charter as now are or may be conferred or imposed upon him by municipal ordinance or upon city managers by general law. The city manager shall have the right to take part in the discussion of all matters before the city council, but not the right to vote. (RSA 49-C:16)
Representation	The mayor shall be elected from the city-at-large. The Council shall be elected from wards and/or at-large as set forth in the charter. (RSA 49-C:8)	The Council shall be elected from wards and/or at-large as set forth in the charter. (RSA 49-C:8)

Merrimack Charter Commission

Term(s) of Office	Terms of elected officials, the date of commencement, and termination of office and ward and at-large representation shall be set forth in the charter. (RSA 49-C:8)	Terms of elected officials, the date of commencement, and termination of office and ward and at-large representation shall be set forth in the charter. (RSA 49-C:8)
Principal Officer	Mayor (RSA 49-C:8) The administration of all the fiscal, prudential and municipal affairs of any city, and the government thereof, shall be vested in one principal officer called mayor, a board of aldermen, and a common council, and the said mayor and aldermen and common council, in their joint capacity, shall be called the city councils. (RSA 44:3)	Mayor-At-Large or Council Chair as Mayor (RSA 49-C:8) The administration of all the fiscal, prudential and municipal affairs of any city, and the government thereof, shall be vested in one principal officer called mayor, a board of aldermen, and a common council, and the said mayor and aldermen and common council, in their joint capacity, shall be called the city councils. (RSA 44:3)
Period of Domicile	The charter may require a period of domicile of up to one year for eligibility to run for office. (RSA 49-C:9)	The charter may require a period of domicile of up to one year for eligibility to run for office. (RSA 49-C:9)
Residency	Required within ward, if applicable. (RSA 49-C:9)	Required within ward, if applicable. (RSA 49-C:9)
Vacancies	The charter shall provide a procedure for filling vacancies in the offices of mayor and aldermen until the next municipal or state general election at which time an election shall be held for the unexpired term. (RSA 49-C:10)	The charter shall provide a procedure for filling vacancies in the offices of mayor and councilors until the next municipal or state general election at which time an election shall be held for the unexpired term. (RSA 49-C:10)
Compensation	Salaries of all city officials and employees, excluding court personnel, shall be fixed in accordance with the provisions, if any, of the respective city charter; otherwise by the governing body of the city. (RSA44:9-a) The mayor shall devote full time to mayoral duties and shall receive such salary as may be designated by the charter, or by ordinance if the charter so authorizes. The aldermen shall be compensated in an amount not to exceed in aggregate a sum fixed by the charter, or by ordinance if the charter so authorizes. (RSA 49-C:11) The mayor shall receive for his services such salary as the city councils shall determine, payable at stated periods, and shall receive no other compensation; and such salary shall not be increased or diminished from the time of any election till the close of the term of the mayor then elected. (RSA 45:12)	Salaries of all city officials and employees, excluding court personnel, shall be fixed in accordance with the provisions, if any, of the respective city charter; otherwise by the governing body of the city. (RSA44:9-a) The mayor shall not be full-time as to the daily administrative responsibility, and authority for city operations shall be vested in the city manager. The councilors shall be compensated in an amount not to exceed in aggregate a sum fixed by the charter, or by ordinance if the charter so authorizes. (RSA 49-C:11)
Removal from Office	The elected body may, on specific charges and after due notice and hearing, at any time remove the mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter. (RSA 49-C:13)	The elected body may, on specific charges and after due notice and hearing, at any time remove the mayor or one of its own members for cause, including but not limited to prolonged absence from or other inattention to duties, crime or misconduct in office, or as specified in the charter. (RSA 49-C:13)

Merrimack Charter Commission

<p>General Powers</p>	<p>Except as otherwise provided, the elected body hereby established shall have all the powers and discharge all the duties conferred or imposed upon city councils in convention, city councils voting concurrently, or boards of mayor and aldermen acting separately, by RSA 44 through RSA 48 or other general law now in force or later enacted, or upon the existing board of mayor and aldermen of the city by special laws not hereby repealed. The elected body shall have the powers of selectmen of towns so far as consistent with this charter. All provisions of such laws pertaining to the powers or duties of any or all such bodies shall be construed to apply to the elected body unless there is a contrary intent or provision, it being the purpose of this chapter to confer upon the elected body all functions of the existing board of aldermen, whether legislative, executive or judicial. (RSA 49-C:15 & 47:1)</p>	<p>Except as otherwise provided, the elected body hereby established shall have all the powers and discharge all the duties conferred or imposed upon city councils in convention, city councils voting concurrently, or boards of mayor and aldermen acting separately, by RSA 44 through RSA 48 or other general law now in force or later enacted, or upon the existing city councils of the city by special laws not hereby repealed. The elected body shall have the powers of selectmen of towns so far as consistent with this charter. All provisions of such laws pertaining to the powers or duties of any or all such bodies shall be construed to apply to the elected body unless there is a contrary intent or provision, it being the purpose of this chapter to confer upon the elected body all functions of the existing city council, whether legislative, executive or judicial. (RSA 49-C:15 & 47:1)</p>
<p>Appointive Powers</p>	<p>Subject to the provision of the charter, the chief administrative officer shall have the power to appoint and remove all officers and employees in the administrative services of the city, and he may authorize and empower the head of a department or officer responsible to him to appoint and remove subordinates in such department or office. All such appointments shall be without definite term unless made for a provisional, temporary or emergency service not to exceed the maximum limits which may be prescribed by the merit plan. (RSA 49-C:18)</p>	<p>Subject to the provision of the charter, the chief administrative officer shall have the power to appoint and remove all officers and employees in the administrative services of the city, and he may authorize and empower the head of a department or officer responsible to him to appoint and remove subordinates in such department or office. All such appointments shall be without definite term unless made for a provisional, temporary or emergency service not to exceed the maximum limits which may be prescribed by the merit plan. (RSA 49-C:18)</p>
<p>Non-Interference by Elected Body</p>	<p>The elected body shall act in all matters as a body, and shall not seek individually to influence the official acts of the chief administrative officer, or any other official, or to direct or request, except in writing, the appointment of any person to, or his removal from, office; or to interfere in any way with the performance by such officers of their duties. Any member violating the provisions of this section, as determined through procedures established in the charter, shall forfeit his office. (RSA 49-C:19)</p>	<p>The elected body shall act in all matters as a body, and shall not seek individually to influence the official acts of the chief administrative officer, or any other official, or to direct or request, except in writing, the appointment of any person to, or his removal from, office; or to interfere in any way with the performance by such officers of their duties. Any member violating the provisions of this section, as determined through procedures established in the charter, shall forfeit his office. (RSA 49-C:19)</p>

Merrimack Charter Commission

<p>Appointive Officers</p>	<p>The charter shall provide for the appointment of a city clerk (RSA 48:2 & RSA 46:10), a treasurer, one or more assessors, a fire chief, a police chief, a health officer, a city solicitor, a general assistance administrator, and such other officers as may be necessary to administer all departments which the elected body and the charter shall establish. (RSA 49-C:20) The city councils shall, at the times fixed by ordinance for that purpose, meet in convention, and by joint ballot elect a city treasurer and all other subordinate officers who are not chosen in the ward meetings, appointed by the mayor and aldermen or otherwise appointed by law; and all such officers shall hold their respective offices until others are elected or appointed and qualified in their stead. (RSA 47:3)</p>	<p>The charter shall provide for the appointment of a city clerk (RSA 48:2 & RSA 46:10), a treasurer, one or more assessors, a fire chief, a police chief, a health officer, a city solicitor, a general assistance administrator, and such other officers as may be necessary to administer all departments which the elected body and the charter shall establish. (RSA 49-C:20) The city councils shall, at the times fixed by ordinance for that purpose, meet in convention, and by joint ballot elect a city treasurer and all other subordinate officers who are not chosen in the ward meetings, appointed by the mayor and aldermen or otherwise appointed by law; and all such officers shall hold their respective offices until others are elected or appointed and qualified in their stead. (RSA 47:3)</p>
<p>Organization</p>	<p>The city shall have departments, divisions, and bureaus as may be established by the charter or as the elected body may establish by ordinance. Each officer shall have supervision and control of his department and of the employees of his department and shall have power to prescribe rules and regulations, not inconsistent with general law, the charter, the administrative code, and the provisions of the merit plan. Prior to adoption of the administrative code the chief administrative officer shall have the power to establish temporary rules and regulations to insure economy and efficiency in the several divisions of the city government. (RSA 49-C:21)</p>	<p>The city shall have departments, divisions, and bureaus as may be established by the charter or as the elected body may establish by ordinance. Each officer shall have supervision and control of his department and of the employees of his department and shall have power to prescribe rules and regulations, not inconsistent with general law, the charter, the administrative code, and the provisions of the merit plan. Prior to adoption of the administrative code the chief administrative officer shall have the power to establish temporary rules and regulations to insure economy and efficiency in the several divisions of the city government. (RSA 49-C:21)</p>

Merrimack Charter Commission

<p>Administrative Code</p>	<p>It shall be the duty of the first chief administrative officer, under the provisions of the charter to draft and submit to the elected body within 9 months after assuming office, an ordinance consistent with the charter which provides for the division of the administrative service of the city into departments, divisions and bureaus and defines the functions and duties of each. Subsequent to the adoption of such ordinance, upon recommendation of the chief administrative officer, the elected body by ordinance may create, consolidate or abolish departments, divisions and bureaus and define the functions and duties of each. The compilation of such ordinances shall be known as the "Administrative Code." Each officer shall have supervision and control of his department and of the employees of his department and shall have power to prescribe rules and regulations, not inconsistent with general law, the charter, the administrative code, and the provisions of the merit plan. (RSA 49-C:21)</p>	<p>It shall be the duty of the first chief administrative officer, under the provisions of the charter to draft and submit to the elected body within 9 months after assuming office, an ordinance consistent with the charter which provides for the division of the administrative service of the city into departments, divisions and bureaus and defines the functions and duties of each. Subsequent to the adoption of such ordinance, upon recommendation of the chief administrative officer, the elected body by ordinance may create, consolidate or abolish departments, divisions and bureaus and define the functions and duties of each. The compilation of such ordinances shall be known as the "Administrative Code." Each officer shall have supervision and control of his department and of the employees of his department and shall have power to prescribe rules and regulations, not inconsistent with general law, the charter, the administrative code, and the provisions of the merit plan. (RSA 49-C:21)</p>
<p>Merit Plan</p>	<p>The ordinance shall include provisions for a merit plan to insure that all appointments and promotions in the service of the city shall be made solely on the basis of merit and only after appropriate examination or review of the applicants' relative knowledge, skills, abilities and experience. (RSA 49-C:21)</p>	<p>The ordinance shall include provisions for a merit plan to insure that all appointments and promotions in the service of the city shall be made solely on the basis of merit and only after appropriate examination or review of the applicants' relative knowledge, skills, abilities and experience. (RSA 49-C:21)</p>
<p>Fiscal Year</p>	<p>The fiscal and budget year of the city shall begin on January 1, or July 1, unless another date shall be fixed by the charter or by ordinance, and the charter shall address any interim period or transition. (RSA 49-C:22)</p>	<p>The fiscal and budget year of the city shall begin on January 1, or July 1, unless another date shall be fixed by the charter or by ordinance, and the charter shall address any interim period or transition. (RSA 49-C:22)</p>
<p>Budget Process</p>	<p>The charter shall provide a budget submission date and a date by which an annual budget shall be finally adopted by the elected body. Failing final adoption by the established date, the budget shall be determined as provided in the city charter, or as originally submitted by the chief administrative officer if no such provision is made in the city charter. (RSA 49-C:23, I)</p>	<p>The charter shall provide a budget submission date and a date by which an annual budget shall be finally adopted by the elected body. Failing final adoption by the established date, the budget shall be determined as provided in the city charter, or as originally submitted by the chief administrative officer if no such provision is made in the city charter. (RSA 49-C:23, I)</p>

Merrimack Charter Commission

<p>Budget Submission Date</p>	<p>The charter shall provide a budget submission date and a date by which an annual budget shall be finally adopted by the elected body. Failing final adoption by the established date, the budget shall be determined as provided in the city charter, or as originally submitted by the chief administrative officer if no such provision is made in the city charter. (RSA 49-C:23, I)</p>	<p>The charter shall provide a budget submission date and a date by which an annual budget shall be finally adopted by the elected body. Failing final adoption by the established date, the budget shall be determined as provided in the city charter, or as originally submitted by the chief administrative officer if no such provision is made in the city charter. (RSA 49-C:23, I)</p>
<p>Budget Hearing(s)</p>	<p>The charter shall provide one or more public hearings on the budget before its final adoption. A copy of the proposed budget and notice of the public hearing shall be published at least one week in advance of any public hearing. (RSA 49-C:23, II) A public hearing on the annual budget of every city shall be held before the final adoption of said budget at such time and place as the city council shall direct, provided that notice of such public hearing shall be published by the city clerk at least one week in advance of said hearing, and posted, together with a summary of the budget as submitted, in 2 public places at least one week in advance of said hearing. (RSA 44:10)</p>	<p>The charter shall provide one or more public hearings on the budget before its final adoption. A copy of the proposed budget and notice of the public hearing shall be published at least one week in advance of any public hearing. (RSA 49-C:23, II) A public hearing on the annual budget of every city shall be held before the final adoption of said budget at such time and place as the city council shall direct, provided that notice of such public hearing shall be published by the city clerk at least one week in advance of said hearing, and posted, together with a summary of the budget as submitted, in 2 public places at least one week in advance of said hearing. (RSA 44:10)</p>
<p>Transfer of Funds</p>	<p>The charter shall provide procedures for the transfer of funds among various budgeted departments, funds, accounts, and agencies as may be necessary during the year. (RSA 49-C:23, III)</p>	<p>The charter shall provide procedures for the transfer of funds among various budgeted departments, funds, accounts, and agencies as may be necessary during the year. (RSA 49-C:23, III)</p>
<p>Audit</p>	<p>An annual independent audit conducted by certified public accountants experienced in municipal accounting. Copies or abstracts of such audits shall be made public along with an annual report of the city's business. Nothing in this paragraph shall prevent the elected body from requiring such other audits as it deems necessary. Audit services shall be put out to bid on a periodic basis as specified in the charter. (RSA 49-C:23, IV) The auditor shall be appointed by the mayor, with the approval of the board of aldermen, or, where there is no board of aldermen, of the city council. (RSA 47:8)</p>	<p>An annual independent audit conducted by certified public accountants experienced in municipal accounting. Copies or abstracts of such audits shall be made public along with an annual report of the city's business. Nothing in this paragraph shall prevent the elected body from requiring such other audits as it deems necessary. Audit services shall be put out to bid on a periodic basis as specified in the charter. (RSA 49-C:23, IV) The auditor shall be appointed by the mayor, with the approval of the board of aldermen, or, where there is no board of aldermen, of the city council. (RSA 47:8)</p>

Merrimack Charter Commission

Supplemental Appropriations	Every city, by its council, may establish a contingency fund to meet the cost of unanticipated expenses that may arise during the year. Such fund shall not exceed one percent of the amount expended by the city for city purposes, exclusive of school department costs, capital expenditures and amortization of debt during the preceding year. A detailed report of all expenditures from the contingency fund shall be made annually by the treasurer and published in his report. RSA 44:10-a) The charter shall provide procedures for appropriation of funds, after notice and public hearing and by a 2/3 vote, for purposes not included in the annual budget as adopted. (RSA 49-C:23, VI)	Every city, by its council, may establish a contingency fund to meet the cost of unanticipated expenses that may arise during the year. Such fund shall not exceed one percent of the amount expended by the city for city purposes, exclusive of school department costs, capital expenditures and amortization of debt during the preceding year. A detailed report of all expenditures from the contingency fund shall be made annually by the treasurer and published in his report. RSA 44:10-a) The charter shall provide procedures for appropriation of funds, after notice and public hearing and by a 2/3 vote, for purposes not included in the annual budget as adopted. (RSA 49-C:23, VI)
Fiscal Controls	The city councils shall take proper care that no money be paid from the city treasury unless previously granted and appropriated, and shall secure a just and prompt accountability from all persons entrusted with the receipt, custody or disbursement of the money or funds of the city, or the care of its property. (RSA 47:6) Establishment of a fiscal control function, including pre-audit of all authorized claims against the city before payment. The head of such function need not be a resident of the city or the state at the time of selection, shall not be treasurer, and shall be chosen solely on the basis of executive and administrative qualifications and actual experience in and knowledge of accepted practices in respect to the duties of municipal fiscal management. (RSA 49-C:23, IX)	The city councils shall take proper care that no money be paid from the city treasury unless previously granted and appropriated, and shall secure a just and prompt accountability from all persons entrusted with the receipt, custody or disbursement of the money or funds of the city, or the care of its property. (RSA 47:6) Establishment of a fiscal control function, including pre-audit of all authorized claims against the city before payment. The head of such function need not be a resident of the city or the state at the time of selection, shall not be treasurer, and shall be chosen solely on the basis of executive and administrative qualifications and actual experience in and knowledge of accepted practices in respect to the duties of municipal fiscal management. (RSA 49-C:23, IX)

Merrimack Charter Commission

<p>Borrowing</p>	<p>Subject to the applicable provisions of state law and the rules and regulations provided by ordinance in the administrative code, the elected body, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the city.... Borrowing for a term exceeding one year shall be authorized by the elected body only after a duly advertised public hearing. (RSA 49-C:24) Cities, by a 2/3 vote of the city council (RSA 31:11), may incur indebtedness and issue notes for temporary loans, other than loans in anticipation of taxes, in any case where moneys belonging to them are lost or rendered unavailable through any default, suspension of payment or other casualty. They may proceed in like manner where moneys received for the use of a school or village district, but not yet paid over thereto, are so lost or rendered unavailable. (RSA 31:10) Provided, that no sum in excess of \$100,000 shall be so borrowed without vote of the city. (RSA 31:11)</p>	<p>Subject to the applicable provisions of state law and the rules and regulations provided by ordinance in the administrative code, the elected body, by resolution, may authorize the borrowing of money for any purpose within the scope of the powers vested in the city.... Borrowing for a term exceeding one year shall be authorized by the elected body only after a duly advertised public hearing. (RSA 49-C:24) Cities, by a 2/3 vote of the city council (RSA 31:11), may incur indebtedness and issue notes for temporary loans, other than loans in anticipation of taxes, in any case where moneys belonging to them are lost or rendered unavailable through any default, suspension of payment or other casualty. They may proceed in like manner where moneys received for the use of a school or village district, but not yet paid over thereto, are so lost or rendered unavailable. (RSA 31:10) Provided, that no sum in excess of \$100,000 shall be so borrowed without vote of the city. (RSA 31:11)</p>
<p>Referendum Procedures</p>	<p>City charters may include provisions relating to referendum procedures whereby voters may petition to suspend implementation of an ordinance, except budget adoption and land use regulation ordinances, enacted by the elected body, require a reconsideration by the body and, failing satisfactory reconsideration, require a referendum on approval. (RSA 49-C:33(a))</p>	<p>City charters may include provisions relating to referendum procedures whereby voters may petition to suspend implementation of an ordinance, except budget adoption and land use regulation ordinances, enacted by the elected body, require a reconsideration by the body and, failing satisfactory reconsideration, require a referendum on approval. (RSA 49-C:33(a))</p>
<p>Initiative Procedures</p>	<p>City charters may include provisions relative to initiative procedures whereby voters may initiate ordinances by petition, require consideration of the petitioned ordinance by the elected body and, failing satisfactory consideration, require a referendum to enact the ordinance. (RSA 49-C:33(b))</p>	<p>City charters may include provisions relative to initiative procedures whereby voters may initiate ordinances by petition, require consideration of the petitioned ordinance by the elected body and, failing satisfactory consideration, require a referendum to enact the ordinance. (RSA 49-C:33(b))</p>
<p>Conflict of Interest</p>	<p>City charters may include provisions relative to conflicts of interest so long as any provisions adopted are at least as stringent as the state general laws relative to conflicts of interest. (RSA 49-C:33(c))</p>	<p>City charters may include provisions relative to conflicts of interest so long as any provisions adopted are at least as stringent as the state general laws relative to conflicts of interest. (RSA 49-C:33(c))</p>

Merrimack Charter Commission

Bond Issues	The issue of bonds or tax anticipation notes by a city shall be authorized by a resolution of the city councils, passed by at least 2/3 of all the members of each branch thereof. All such bonds and notes shall be signed by a mayor and countersigned by the city treasurer, and shall have the city seal affixed thereto. The discretion of fixing the date, maturities, denominations, place of payment, interest rate, or discount rate in the case of notes, the form and other details of said bonds or notes, and of providing for the sale thereof, may be delegated to the city treasurer and shall, to the extent provision therefor shall not have been made in the vote authorizing the same, be deemed to have been delegated to the treasurer with approval of the mayor. (RSA 33:9)	The issue of bonds or tax anticipation notes by a city shall be authorized by a resolution of the city councils, passed by at least 2/3 of all the members of each branch thereof. All such bonds and notes shall be signed by a mayor and countersigned by the city treasurer, and shall have the city seal affixed thereto. The discretion of fixing the date, maturities, denominations, place of payment, interest rate, or discount rate in the case of notes, the form and other details of said bonds or notes, and of providing for the sale thereof, may be delegated to the city treasurer and shall, to the extent provision therefor shall not have been made in the vote authorizing the same, be deemed to have been delegated to the treasurer with approval of the mayor. (RSA 33:9)
Land Use Changes	The local legislative body shall determine the manner in which a zoning ordinance, historic district ordinance, or a building code is established and amended; provided, however, that any question concerning the establishment and amendment of a zoning ordinance, historic district ordinance, or a building code may be placed on a ballot separate from the ballot used to elect city or town officers...No zoning ordinance, historic district ordinance, or building code shall be established or amended until after a public hearing is held in accordance with the procedures required under RSA 675:7 on the proposed zoning ordinance, historic district ordinance, building code or amendment. (RSA 675:2, I & II)	The local legislative body shall determine the manner in which a zoning ordinance, historic district ordinance, or a building code is established and amended; provided, however, that any question concerning the establishment and amendment of a zoning ordinance, historic district ordinance, or a building code may be placed on a ballot separate from the ballot used to elect city or town officers...No zoning ordinance, historic district ordinance, or building code shall be established or amended until after a public hearing is held in accordance with the procedures required under RSA 675:7 on the proposed zoning ordinance, historic district ordinance, building code or amendment. (RSA 675:2, I & II)

Merrimack Charter Commission

<p>Annual Municipal Election</p>	<p>The meeting of the voters of each ward for the election of city and ward officers shall be held on such day as may be fixed by law or by ordinance of the city council but in no event shall it be held in conjunction with a biennial election; and all ward and city officers who are chosen by the people shall hold their respective offices for the term and from the day fixed by law or ordinance, and until others are appointed in their stead. The prohibitions in this section shall not apply to a special election held to fill a vacancy for the office of a city or a ward officer. (RSA 44:11) In all elections by the voters in their wards the polls shall be open not less than 4 hours and may be opened not earlier than 6 o'clock in the forenoon of the day of election, nor later than 8 o'clock in the evening, as the city councils in said cities shall determine, at least 30 days prior to elections; and but one ballot shall be had during the day of each officer to be voted for. (RSA 44:13)</p>	<p>The meeting of the voters of each ward for the election of city and ward officers shall be held on such day as may be fixed by law or by ordinance of the city council but in no event shall it be held in conjunction with a biennial election; and all ward and city officers who are chosen by the people shall hold their respective offices for the term and from the day fixed by law or ordinance, and until others are appointed in their stead. The prohibitions in this section shall not apply to a special election held to fill a vacancy for the office of a city or a ward officer. (RSA 44:11) In all elections by the voters in their wards the polls shall be open not less than 4 hours and may be opened not earlier than 6 o'clock in the forenoon of the day of election, nor later than 8 o'clock in the evening, as the city councils in said cities shall determine, at least 30 days prior to elections; and but one ballot shall be had during the day of each officer to be voted for. (RSA 44:13)</p>
<p>Administrative Code Adoption</p>	<p>Required. It shall be the duty of the first chief administrative officer, under the provisions of the charter to draft and submit to the elected body within 9 months after assuming office, an ordinance consistent with the charter which provides for the division of the administrative service of the city into departments, divisions and bureaus and defines the functions and duties of each. Subsequent to the adoption of such ordinance, upon recommendation of the chief administrative officer, the elected body by ordinance may create, consolidate or abolish departments, divisions and bureaus and define the functions and duties of each. The compilation of such ordinances shall be known as the "Administrative Code." Each officer shall have supervision and control of his department and of the employees of his department and shall have power to prescribe rules and regulations, not inconsistent with general law, the charter, the administrative code, and the provisions of the merit plan. (RSA 49-C:21)</p>	<p>Required. It shall be the duty of the first chief administrative officer, under the provisions of the charter to draft and submit to the elected body within 9 months after assuming office, an ordinance consistent with the charter which provides for the division of the administrative service of the city into departments, divisions and bureaus and defines the functions and duties of each. Subsequent to the adoption of such ordinance, upon recommendation of the chief administrative officer, the elected body by ordinance may create, consolidate or abolish departments, divisions and bureaus and define the functions and duties of each. The compilation of such ordinances shall be known as the "Administrative Code." Each officer shall have supervision and control of his department and of the employees of his department and shall have power to prescribe rules and regulations, not inconsistent with general law, the charter, the administrative code, and the provisions of the merit plan. (RSA 49-C:21)</p>

Merrimack Charter Commission

Administrative Code Review	Municipal legislation shall be by ordinance. Each ordinance shall be identified by a number and a short title. The enacting clause of each ordinance shall be "The City of _____ ordains," and the effective date of each ordinance shall be specified in it. All ordinances shall be recorded at length uniformly and permanently by the city clerk, and each ordinance so recorded shall be authenticated by the signature of the mayor and the city clerk. Ordinances shall be published, compiled and revised in such manner and at such times as the elected body shall determine. (RSA 49-C:14)	Municipal legislation shall be by ordinance. Each ordinance shall be identified by a number and a short title. The enacting clause of each ordinance shall be "The City of _____ ordains," and the effective date of each ordinance shall be specified in it. All ordinances shall be recorded at length uniformly and permanently by the city clerk, and each ordinance so recorded shall be authenticated by the signature of the mayor and the city clerk. Ordinances shall be published, compiled and revised in such manner and at such times as the elected body shall determine. (RSA 49-C:14)
Purchasing System	The city purchasing agent shall make all purchases of materials, equipment, and supplies for all departments, officers and agencies of the city under such rules and regulations as he shall promulgate subject to the approval of the city councils. In any city adopting the provisions hereof all departments, officers and agencies of the city shall requisition to the purchasing agent for all purchases in accordance with rules and regulations of said purchasing agent and the city treasurer shall not charge purchases against city funds unless and until the purchase order has been approved by the purchasing agent, subject to such exceptions in case of emergency as the councils may approve in accordance with such rules and regulations. The rules and regulations relative to the purchasing department shall include a requirement that all purchases of an amount over \$100 dollars shall be made by competitive bidding subject to such exceptions as the councils may approve. (RSA 48:17)	The city purchasing agent shall make all purchases of materials, equipment, and supplies for all departments, officers and agencies of the city under such rules and regulations as he shall promulgate subject to the approval of the city councils. In any city adopting the provisions hereof all departments, officers and agencies of the city shall requisition to the purchasing agent for all purchases in accordance with rules and regulations of said purchasing agent and the city treasurer shall not charge purchases against city funds unless and until the purchase order has been approved by the purchasing agent, subject to such exceptions in case of emergency as the councils may approve in accordance with such rules and regulations. The rules and regulations relative to the purchasing department shall include a requirement that all purchases of an amount over \$100 dollars shall be made by competitive bidding subject to such exceptions as the councils may approve. (RSA 48:17)

Merrimack Charter Commission

<p>Investment Policy</p>	<p>Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall, with the approval of the mayor and a majority of the city council, invest the same in obligations of the United States government, in participation units in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the state of New Hampshire or in certificates of deposits and repurchase agreements of banks incorporated under the laws of the state of New Hampshire or in banks recognized by the state treasurer. At least yearly, the city council or board of aldermen shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes. (RSA 48:16, III)</p>	<p>Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall, with the approval of the mayor and a majority of the city council, invest the same in obligations of the United States government, in participation units in the public deposit investment pool established pursuant to RSA 383:22, in savings bank deposits of banks incorporated under the laws of the state of New Hampshire or in certificates of deposits and repurchase agreements of banks incorporated under the laws of the state of New Hampshire or in banks recognized by the state treasurer. At least yearly, the city council or board of aldermen shall review and adopt an investment policy for the investment of public funds in conformance with the provisions of applicable statutes. (RSA 48:16, III)</p>
<p>Transition</p>	<p>Charter revisions, new charters, or revocations of a charter adopted by the voters shall become effective immediately for the purpose of conducting necessary elections; otherwise charter revisions, new charters, and revocations of charters become effective on the first day of the next succeeding municipal year or as specified in any transition provisions of the charter. (RSA 49-B:6, IV)</p>	<p>Charter revisions, new charters, or revocations of a charter adopted by the voters shall become effective immediately for the purpose of conducting necessary elections; otherwise charter revisions, new charters, and revocations of charters become effective on the first day of the next succeeding municipal year or as specified in any transition provisions of the charter. (RSA 49-B:6, IV)</p>
<p>Charter Amendment Procedures</p>	<p>The municipal officers may determine that the revision of the municipal charter is necessary or that adoption of a new municipal charter is necessary and, by order, provide for the establishment of a charter commission to carry out such purpose as provided in this chapter; (RSA 49-B:3) or the municipal officers may determine that amendments to the municipal charter are necessary and, by order, provide for notice and hearing on them in the same manner as provided in RSA 49-B:5, IV(a). Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election or, in the case of municipalities with biennial elections, at the next regular state biennial election held not less than 60 days after the order is passed; or they may order a special election to be held not less than 60 days from the date of the order for the purpose of voting on the proposed amendments. (RSA 49-B:5, I)</p>	<p>The municipal officers may determine that the revision of the municipal charter is necessary or that adoption of a new municipal charter is necessary and, by order, provide for the establishment of a charter commission to carry out such purpose as provided in this chapter; (RSA 49-B:3) or the municipal officers may determine that amendments to the municipal charter are necessary and, by order, provide for notice and hearing on them in the same manner as provided in RSA 49-B:5, IV(a). Within 7 days after the hearing, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election or, in the case of municipalities with biennial elections, at the next regular state biennial election held not less than 60 days after the order is passed; or they may order a special election to be held not less than 60 days from the date of the order for the purpose of voting on the proposed amendments. (RSA 49-B:5, I)</p>

Merrimack Charter Commission

TOWN FORMS			
COUNCIL-MANAGER	C-M/BoS BUDGETARY	C-M/BoS BALLOT	BoS REPRESENTATIVE

Merrimack Charter Commission

Merrimack Charter Commission

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Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

REMARKS/NOTES

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

Merrimack Charter Commission

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