

Town Council Form

Governing Body	Up to 15 Member Town Council	<u>RSA 49-D:3 I</u>
Legislative Body	Town Council	<u>RSA 49-D:3 I</u>
Chief Administrative Officer	Town Administrator	<u>RSA 37</u>
Representation	At-Large, District or Combination	<u>RSA 49-C:8</u> To be set forth in charter
Term(s) of Office		<u>RSA 49-C:8</u> Staggered or Cotermminus, to be set forth in charter
Principal Officer	Chairman	<u>RSA 49-D:2</u> Elected either directly by voters or by the members of the Town Council, to be set forth in charter
Period of Domicile	Up to One Year	<u>RSA 49-D:2</u> To be set forth in charter
Residency	Required	<u>RSA 669:6</u> Unless otherwise provided by law, no person shall hold an elective town office who does not have his domicile within the town.
Vacancies	To be set forth in charter	<u>RSA 49-C:10</u> The charter shall provide for the filling of vacancies in the Town Council until the next municipal or state general election at which time an election shall be held for the unexpired term
Compensation	Set by Charter or ordinance if the charter so authorizes	<u>RSA 49-C:11</u>
Removal from Office	Only for Interference	<u>RSA 49-D:4</u> Subject to procedures set out in the charter, forfeiture of office is the penalty for violating the non-interference requirement
General Powers	Town Council	<u>RSA 49-C:15</u>
Appointive Powers	Town Administrator / Town Council	<u>RSA 49-C:18</u> Subject to the charter, the town administrator shall have the power to appoint and remove all officers and employees in the administrative services of the town

Non-Interference by Elected Body	By Statute	<u>RSA 49-D:4</u> Provides that members of Town Council must always act as a body and not individually seek to influence acts of the chief administrative officer or other officials in the town or in any way interfere with the performance of the duties of these officials
Appointive Officers	To be set forth in charter	<u>RSA 49-C:20</u>
Organization	Town Administrator	<u>RSA 49-C:18, RSA 49-C:21</u>
Administrative Code	To be set forth in charter	
Merit Plan	Town Administrator	<u>RSA 49-C:21</u> Part of ordinance to be submitted to Town Council within nine months of assuming office of administrator
Fiscal Year	To begin January 1, or July 1, or as prescribed by charter or by ordinance	<u>RSA 49-C:22</u>
Budget Process	To be set forth in charter	<u>RSA 49-C:23</u>
Budget Submission Date	To be set forth in charter	<u>RSA 49-C:23 I</u>
Budget Hearing(s)	To be set forth in charter	<u>RSA 49-C:23 II</u>
Transfer of Funds	To be set forth in charter	<u>RSA 49-C:23 III</u>
Audit	To be set forth in charter	<u>RSA 49-C:23 IV</u>
Supplemental Appropriation		
Fiscal Controls	To be set forth in charter	<u>RSA 49-C:23 IX</u>
Borrowing	Town Council	<u>RSA 49-C:24</u>

Referendum Procedures	To be set forth in charter	<u>RSA 49-D:2</u> The charter may allow voters to approve bond issues and retain authority to vote on land use ordinances by referendum vote
Initiative Proceedings	May be set forth in charter	<u>RSA 49-C:33 Ib</u>
Conflict of Interest	May be set forth in charter	<u>RSA 49-C:33 Ic</u>
Bond Issues	Town Council	<u>RSA 49-C:24</u> Borrowing for a term exceeding one year shall be authorized by the elected body only after a duly advertised public hearing, <u>RSA 49-D:2</u> The charter may allow voters to approve bond issues
Land Use Changes	Town Council	<u>RSA 49-D:2</u> The charter may allow voters to retain authority to vote on land use ordinances by referendum vote
Annual Municipal Election	Required	<u>RSA 669:1.</u>
Administrative Code Adoption	To be set forth in charter	<u>RSA 49-C:21</u>
Administrative Code Review	To be set forth in charter	<u>RSA 49-C:21</u>
Purchasing System	May be set forth in charter	<u>RSA 49-D:3 I</u>
Investment Policy	May be set forth in charter	<u>RSA 49-D:3 I</u>
Transition		
Charter Amendment Procedures	Town Council or by Petition	<u>RSA 49-B:5 I & II</u> A petition must include signatures equal in number to at least twenty percent of the votes cast in the last regular municipal election