



A Bicentennial Community  
1798 - 1998

## **Town of Farmington** ***Trustees of the Trust Funds***

356 Main Street  
Farmington, NH 03835  
Phone: (603) 755-2208 • Fax: (603) 755-9934

# Rules and Procedures -Draft 3

## **Article 1 Name**

Farmington Board of Trustees

## **Article 2 Purpose, Duties and Authority**

The purpose and duties of the Farmington Board and Trustees is stewardship and Administration of the Common Trust Fund and Capital Reserve Funds as prescribed by State Statute and Town Charter.

## **Article 3 Membership**

There shall be 3 members as elected by State RSA

## **Article 4 Officers**

A. The officers shall consist of a Chairman and Vice-Chairman to be elected by the membership at the April meeting for a one year term. Officers may be re-elected.

B. Duties of the Chairman. The Chairman shall have supervisory and directional power over the committee. The Chair shall preside at all committee meetings and set the committee agenda.

C. Vice-Chair, The Vice-Chair shall execute all powers of the Chair in the absent of the Chair

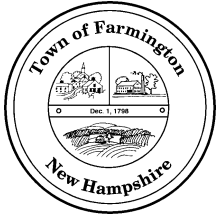
D. Staff. The Town of Farmington may provide Staff support

## **Article 5. Procedures**

A. Meetings. Board of Trustees meetings are held The Third Thursday of each month at 6:00 PM in Selectman Chamber at the Municipal Building, 356 North Main St. Farmington New Hampshire. Unless there are no items on the agenda five (5) business days prior to the meeting date.

B. Parliamentary Authority. The Parliamentary authority is Robert's Rule of Order Revised, or updated subsequent edition except as provide by these rules or local or State law...

The Town of Farmington prohibits discrimination on the basis of race, color, national origin, sexual orientation, or marital status. The Town of Farmington is an equal opportunity employer.



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C. Minutes. Minutes shall be kept for all the meetings of the committee. The minutes shall include the names of the members in attendance, all action, motions and resolution coming before the public body including the votes of the members, and a summary of the discussion..

D. Applications All application must submitted to the committee at least five (5) business days prior to the meeting in order to be considered for that meeting.

E. Recordings of the Meetings. All meetings shall be video recorded. If video is not available, meetings shall be recorded using audio equipment if equipment is available.

F Amendment of Rules. These rules and procedure may be repealed or amended by the Farmington Board of Trustee after two posted meetings.

### **Article 6. Accepting a New Scholarship Fund**

A . There has to be a donor who is creating the scholarship fund. The donor must provide a document which states how the fund is to be administered and awarded .

B. If the donor is giving the money to the school, and if the school district has delegated its authority to accept [or reject] gifts and trusts, the school board can accept the fund at one of its regular meeting.

C. If not, it is the school district meeting that will decide whether or not to accept the fund.

D. If the fund is accepted it is turned over to the Trustees of the Trust Funds

E. If the donor is giving the money to the town and if the town has voted to delegate its authority to accept gifts and trusts to the Board of Selectman, the Selectman can accept {or reject} the fund at one of its regular meetings.

F. If not, it is the town meeting that will have to decide whether or not to accept the fund.

G If the fund is accepted it is turned over to the Trustees of the Trust Funds

Date of Approval: \_\_\_\_\_

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Paul S Parker

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Manny Krasner

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Gayle Turner