

Selectman's Meeting Procedures

1) Scheduling of Meetings

1.A) Regular meetings of the Board shall be held on the 1st, 2nd, 4th, and 5th Thursdays of the month at the Town Hall to convene at 7:00 P.M. unless rescheduled by a vote of the Board due to holidays or unforeseen circumstances.

1.B) Special meetings may be called by the Chair, or in the Chair's absence, by the Co-Chair, by a majority request of the Board at any time. In either case, at least 48 hours notice shall be given to each member, except in emergencies. The agenda of special meetings may be limited by a majority vote of the Board.

1.C) Emergency meetings may be called by the Chair per NH RSA 91-A:2, or in the Chair's absence, by the Co-Chair, by a majority request of the board without notice for situations where immediate, underlying action is deemed to be imperative.

1.D) Except in emergencies, written notice of all meetings shall be properly posted before each meeting is to convene.

1.E) any meeting may be postponed providing all available members of the Board are polled by telephone or otherwise personally contacted and a majority indicates agreement.

2) Agenda Format of Meetings

2.A) The ORDERS OF THE DAY or agenda for all meetings shall be organized as follows:

2.A.1) The major agenda segments shall be as follows where possible:

2.A.1.a) Call to Order

2.A.1.b) Public Comment (1)

2.A.1.c) Appointments

2.A.1.d) Approval of Minutes

2.A.1.e) Schedule of Agenda Items

2.A.1.f) Public Comment (2)

2.A.1.g) Adjournment

2.A.2) In the "schedule of agenda items" segment, old business shall be scheduled before new business.

2.A.3) Each ten-minute Public Comment segment is to consider all town issues, except personnel matters. The Public Comment segment may be extended in time by a vote of the Board.

The first Public Comment (1) segment is scheduled to accommodate those persons who do not wish to stay for the duration of the regular business meeting.

2.B) During the meeting, all agenda items, except public hearings, shall be taken in the order of the agenda. All agenda requests shall typically be placed on the agenda in the order they are received via date stamp. Public hearings shall be held at the scheduled times or as soon thereafter as possible. In cases where parties fail to appear at the time when the agenda item is taken up, these items shall be deferred to the next meeting under new business or by majority vote of the Board, be taken up at another position on the agenda. However, the order of the agenda may be adjusted to accommodate the scheduling of participants, the importance of the issue, or other factors, which best makes use of the time available.

2.C) All requests received in the Selectmen's office up to 1:00 P.M. of the Thursday preceding the meeting and approved for inclusion by the Chair, or in the Chair's absence, by the Co-Chair, shall be included on the agenda at which time the agenda shall be closed. All requests shall be in writing, stating the purpose for the agenda item, parties to be present, and as much information as possible to permit board review in advance of the meeting. The agenda shall be posted at the Post Office, the Library, and the Town Hall and available to the public by the Friday noon prior to the day of the meeting. Board members may submit late items to the agenda, but these items

must be considered as new business for scheduling purposes, must be in writing and must state the purpose of being late.

3) Procedures During Meetings

3.A) No person shall address a public meeting of the Board without leave of the presiding officer, per NH RSA 91-A:2, at such meeting, and all persons in the audience shall, at the request of such presiding officer, be silent. If after warning from the presiding officer, said person persists in disorderly behavior, said officer may order the person to withdraw from the meeting, and, if the person does not withdraw, said officer may order a police officer or other appropriate authority to remove and/or confine the person in some convenient place until the meeting is adjourned.

3.B) Petitioners will be limited to a five-minute presentation, unless permission to speak for a longer period is requested and granted by a majority vote of the Board.

3.C) Visitors may be permitted to speak on any matter properly on the agenda before the Board, but only after each member of the Board who so desires, has spoken and permission is granted by the Chair.

3.D) In cases where a member of the audience wishes to speak on a matter, the chair may request said party to rise to be recognized, state said party's name, place of residence and/or purpose for addressing the board. The Board may exercise an option to limit debate from the audience and the chair may do so with majority consent of the Board.

3.E) All proceedings during the meetings shall be governed by Robert's Rules of Order, except as indicated herein. Where conflict arises, these rules shall govern.

3.F) The public shall be given an opportunity to speak at each meeting in the Public Comment sections of each meeting and the requirements of Item #2.C will not apply.

3.G) Objective criticisms of town operations and programs are encouraged. But in Public Session with no notice of the matter, the Board will not permit complaints directed at staff or volunteers. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being criticized, and in their presence if they so desire per NH RSA 91-A:2 II c.

4) Time of Meetings

4.A) All meetings shall begin at 7:00 P.M. and to end no later than 10:00 P.M. If Business remains to be transacted at the scheduled adjournment time, the Board may either vote to continue the meeting for an additional one hour or adjourn to another time to complete the business. The unfinished business shall appear on the agenda of the next meeting under old business.

4.B) Any member of the Board expecting to be absent, or late, shall notify another member or the town administrator's office prior to the beginning of a meeting.

5) Amendments to the Rules

5.A) The rules may be amended by a majority vote of the members present, providing notice of the proposed amendment has been submitted in writing to each member of the board at a prior duly convened meeting of the Board. An amendment shall be construed as any addition of a new rule or a deletion or modification of an existing rule.

6) Non-Public Sessions

6.A) All Non-Public sessions shall be conducted according to New Hampshire's RSA 91-A:3.

6.B) No Non-Public session may be held unless and until an open meeting of the Board, for which proper notice was given, has first convened. Notice in writing of a proposed Non-Public session that will involve the discussion or consideration of an individual must be given to that individual at least 48 hours in advance of the meeting, unless such notice is so waived by the individual in writing.

7) Minutes

The minutes to be kept by the Board shall report the names of all Board members present, the persons appearing before the board, the subject acted upon, and shall record exactly the notes and other official action taken, but such minutes shall not include a lengthy record of discussions of such meetings. The minutes may also include other documents submitted during the proceedings by a majority vote of the Board. Magnetic recordings of meetings taken by the Board's staff shall be saved until the board approves of said minutes. The minutes of Non-Public sessions shall be consistent with the requirements of NH RSA 91-A:3 III.

The minutes of a regular public meeting must be made available to the public within 144 hours, but within 72 hours for any nonpublic session. The board will have the minutes reviewed at the next board meeting before they become "final" or "approved," then the draft minutes, subject to revision, will be made available by these deadlines.

Document End.
9.2.05