

# SELECTMEN'S MEETING PROCEDURES

## I. SCHEDULE OF MEETINGS

A. Regular meetings of the board shall generally be held on alternating Mondays at the Town Hall to convene at 6:00 PM unless rescheduled by a vote of the Board due to holidays or unforeseen circumstances. The annual meeting schedule shall be developed in December and posted.

B. Special meetings may be called by the Chair (or in the Chair's absence by another Board member), or 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.

C. Emergency meetings may be called by the Chair per N.H. RSA 91-A:2, or in the Chair's absence, another Board member, by a majority request of the Board without notice for situations where immediate, undelayed action is deemed to be imperative.

D. 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.

## II. AGENDA FORMAT OF MEETINGS

A. The agenda for all meetings shall be organized as follows:

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

- a) Call to Order
- b) Public Comment
- c) Appointments
- d) Approval of Minutes
- e) Agenda – Old Business
- f) Agenda – New Business
- g) Other
- h) Public Comment
- i) Adjournment

2. Each ten-minute Public Comment segment is to consider all town issues, except personnel matters. The Public Comment segment may be

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extended in time by 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.

3. The "Appointments" segment allows members of the public to address specific issues with the Selectmen. The time will be noted along with the name of the person/people and the topic. Department Heads will also see the Selectmen under this segment. A time will be assigned and the name of the department head and the department they represent will be stated.

4. Minutes of previous meetings must be reviewed and voted on before they are considered approved. That process takes place under this heading.

5. All items on the agenda are divided into "old business" and "new business" with "old" items scheduled before the "new" ones.

6. "Other" is an opportunity to discuss matters that emerge after the agenda is closed. It can also be used to make brief announcements of upcoming events, meetings and the like that would be of interest and/or benefit to the Board of Selectmen.

B. During the meeting, all agenda items except public hearings shall be taken in the order of the agenda. 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, topics of similar or related interest, or other factors which makes use of the time available.

C. All requests received in the Selectmen's office up to 1:00 PM of the Friday preceding the meeting and approved for inclusion by the Town Administrator, 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 on the Town Website, at the Post Office, Dodge's Store, the Library and the Town Hall and available to the public on the Friday afternoon prior to the day of the meeting. Board members may submit late items to the agenda and will be discussed under "Other".

### III. PROCEDURES DURING MEETINGS

A. No person shall address a public meeting of the board without leave of the presiding officer, per N.H. 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

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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 an/or confine the person in some convenient place until the meeting is adjourned.

B. Petitioners, speaking under public comment, 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.

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 the Chair grants permission.

D. In cases where a member of the audience wished to speak on a matter, the Chair may request said party to rise and 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.

E. Robert's Rules of Order shall govern all proceedings during the meetings, except as indicated herein. Where conflict arises, these rules shall govern.

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# II C will not apply.

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 N.H. RSA 91-A:2c.

### **IV. TIME OF MEETINGS**

A. All meetings shall begin at 6:00 PM and end with an adjournment. Any unfinished business will appear on the agenda of the next meeting under Old Business.

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.

### **V. AMENDMENTS TO THE RULES**

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.

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## VI. NON-PUBLIC SESSIONS

- A. All Non-Public sessions shall be conducted according to N.H. RSA 91-A:3
- B. No Non-Public session may be held unless and until an open meeting of the Board, for which proper notice was given, has been 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.

## VII. MINUTES

- A. The minutes to be kept by the Board shall report the names of all Board members present, the presence of the Town Administrator, the subject acted upon, and shall record in the notes the 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 N.H. RSA 91-A:3III.

*The main objective of the New Boston Board of Selectmen's meeting procedures is to effectively and efficiently manage board meetings. The Town Administrator will endeavor to provide each member with the materials in advance of the meeting that are necessary for an informed discussion. These materials should note what will be discussed, why it needs discussion, how the issue could be approached and what decision is expected of the Selectmen.*