

TOWN OF DALTON BOARD OF SELECTMEN
RULES OF PROCEDURE

June 2019

SECTION I. PURPOSE

These Rules of Procedure describe the duties and methods of procedure of the Dalton Board of Selectmen.

SECTION II. GENERAL PROVISIONS

A. Meeting Location

- 1) Most regular meetings of the Dalton Board of Selectmen shall be held in the Town Hall, 756 Dalton Road, Dalton, NH. The Board may select an alternate meeting location as needed; such place will be properly noticed on the town website and bulletin boards.

B. Meeting Time

- 1) Meetings of the Dalton Board of Selectmen shall be held on every other Monday and begin at 6:30 pm, unless otherwise noticed, or continued to a specific time and date.

C. Meetings open to the public

- 1) All meetings of the Dalton Board of Selectmen and Committee thereof shall be open to the public, except as provided by RSA 91-A:3. Members of the public are encouraged to attend meetings of the Dalton Board of Selectmen.
- 2) A public comments session shall generally be allowed at each public meeting, unless other Select Board business is required, in which case a working session without public comment may be called.

D. Election of Chair/Ex-officio appointments

- 1) Procedures for electing officers:
 - i. Annually, at the first meeting of the Select Board after Town elections, the members thereof shall choose, by majority vote of the members, a Chair.
 - ii. In addition to the powers conferred upon Chair, he/she shall continue to have all the rights, privileges and immunities of a Board Member.
 - iii. During the year the Board by majority vote may change the Chair.
- Ex-officio appointments to the Planning Board and Budget Committee, and any other Board or Committee that the Selectman may deem appropriate, will be made by majority vote of the Board; such appointments may be changed during the year by a majority vote of the Board.

E. Chairman (Chair)

- 1) The Chair of the Board shall preside at all meetings of the Select Board and shall be recognized as the Head of the Town for all ceremonial purposes.
- 2) The Chair of the Board has no regular administrative or executive duties. In the case of the Chairman's absence or temporary disability, the remaining members shall, by mutual agreement, select one of them to act as Chair during the continuance of the absence.
- 3) The Chair shall preserve order and decorum, shall recognize persons wishing to speak and shall decide all questions of order or procedure, subject to appeal to the full Board.

F. Duties and Privileges of Select Board

- 1) Selectmen shall address the Board, staff or the public in attendance, upon recognition of the Chair.
- 2) Comment and debate shall be confined to the subject matter of the issue on the floor for discussion.
- 3) No Board Member shall be interrupted while speaking, except for a point of order.

G. Meeting Agenda

- 1) The Town Administrative Assistant and any Selectman may place an item on the agenda.
- 2) The Town Administrative Assistant shall arrange a list of such items according to the order of business outlined in part H, and the Town Administrative Assistant shall prepare an agenda for the Board.
- 3) Information to be placed on the agenda shall be submitted to the Town Administrative Assistant by 12 pm on the Wednesday prior to the meeting.
- 4) Agenda items will be listed in neutral, summary format
- 5) A copy of the agenda and supporting materials shall be prepared for all Selectmen prior to the Select Board meeting, with a goal of electronic distribution to Select Board members by the Thursday prior to the scheduled meeting of the Board.
- 6) The Chair shall call for a vote for all decisions of the Board; such vote shall be recorded in the minutes and indicate how each Member voted.
- 7) The Chair may allow, but is not required to allow, public participation during discussion of the Board at times other than public hearings and public comment.
 - i. Each speaker shall identify him/herself and note whether s/he is a Dalton resident or not. The Chair or the Recording Secretary may request that speakers record their name and Dalton residency status (address) in writing, to facilitate accurate recording in the meeting minutes.
 - ii. Any comments by the public on agenda items shall be limited to five (5) minutes per speaker and shall be limited to comments on the agenda issue under consideration. The Chair may extend the time in his/her discretion subject to an override of the Board.
 - iii. The Chairman may also limit the number of speakers on a topic if in his/her opinion there is a repetition, or a lack of additional relevant information being presented.

H. Order of Business

- 1) Sign checks and other documents
- 2) Call to order
- 3) Complete signing of checks and other documents
- 4) Review of Minutes
- 5) Old Business
- 6) New Business
- 7) Department/Committee Reports
- 8) Public Hearing if scheduled
- 9) Public Comments
- 10) Confirm upcoming meetings
- 11) Other business
- 12) Sign vouchers/permits
- 13) Nonpublic Session if needed
- 14) Adjournment

I. Recording Secretary

- 1) The Recording Secretary shall take minutes of meetings and perform such other and further duties as may be required by the Board of Selectmen. In the event that the Recording Secretary is unable to attend a meeting, it shall be the responsibility of the Select Board Administrative Assistant to assign the duties to another staff person or take the minutes himself/herself.
- 2) Minutes shall contain the following:
 - i. Names of Select Board members present
 - ii. Other people participating in the meeting (it is not necessary to list everyone present)
 - iii. A brief summary of subject matter discussed, including recording the names of the members who made or seconded each motion
 - iv. Any final decisions reached by the Select Board or action taken by the Select Board.

SECTION III. ACTIONS FOR A PUBLIC HEARING

A. The procedures for a public hearing are as follows:

- 1) At the outset of each public hearing the Chairman will announce the purpose of the public hearing and ask the parties wanting to speak to limit their comments to information within the scope of the matter that is subject to the public hearing.
- 2) The Chairman may call upon other persons to describe the matter under consideration. This presentation shall not be under the five (5) minute limit but should be concise and to the point.
- 3) Each speaker, for or against the matter for public hearing, shall identify himself/herself by name and address. Each speaker shall be limited to five (5) minutes. The Chairman has a right to forbid repetition among speakers and to require the speakers to speak to the matter. When everyone wanting to speak has had one opportunity to speak, the Chairman may call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Chairman, or as established by a majority vote of the Selectmen.

- 4) Once all Town residents wanting to speak for a second time have spoken, the Chairman may call for any nonresidents wanting to speak. These speakers shall be limited to five (5) minutes.
- 5) During the hearing any Board Member shall be permitted to ask the speaker questions provided all questions are relevant to the matter that is subject to the public hearing. The Chairman shall retain the right to determine the relevancy of any question.
- 6) The Chairman closes the public hearing.
- 7) The Chairman may then inquire if there is a motion by any Board Member. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among the Board Members. The Chairman may call on an individual Board Member in the discussion. The Board may also delay a decision until a future meeting.

SECTION IV. CONDUCT WITH OTHER SELECTMEN, THE PUBLIC AND STAFF

- A. The Board shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Board expects to be treated the same.
- B. The Board, when dealing with the Town Staff, shall:
 - 1) Recognize the administrative chain of command and refuse to act on complaints as an individual outside of the administration.
 - 2) Treat all staff as professionals and respect the abilities and integrity of each individual.
 - 3) Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled at the Board level, usually in nonpublic session pursuant to RSA 91-A:3.
 - 4) Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
 - 5) Direct questions or requests for information to the Town Administrative Assistant or directly to a Department Head; the Town Administrative Assistant shall be copied on all requests and discussions.
- C. The individual members of the Board in their relations with fellow members shall:
 - 1) Recognize that no member by their actions alone can bind the Board or the Town.
 - 2) No member, including the Chair, shall conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
 - 3) Pursuant to RSA 91-A, uphold the intent of nonpublic sessions and not release or discuss items raised in nonpublic session.
 - 4) Refrain from communicating the position of the Town or Board to other entities (i.e. state and federal officials) unless the full Board has previously agreed on both the position and the language of the statement,
 - 5) Treat with respect the rights of all members of the Board despite difference of opinion.
- D. As required by State Law, all business of the Town shall be handled in public session, with the exception of matters handled in nonpublic session pursuant to RSA 91-A:3.

- E. Any violation of this Section shall be reported to the Board within five (5) days of the occurrence.
- F. Any discussion held, or action taken, within the closed session shall be considered closed to the public. Any person who reveals details of the closed session to the public is to be censured for their actions.
- G. Members are deemed to understand the duties and obligations of their oath of office and the penalties for violation of that oath, as provided at RSA 42:1 and RSA 42:1-a.
- H. Civil communication is exemplified by the following guidelines:
 - 1) Each member will listen with an open mind and with resilience;
 - 2) Each member will assume good intentions and motive from fellow participants;
 - 3) Each member will disagree with ideas, not about motives or personalities;
 - 4) As individual participations and as a group, each member will conduct a conversation that is respectful, fair, and kind;
 - 5) Each member will not interrupt, except to indicate that he/she cannot hear a speaker;

SECTION V. VALIDITY

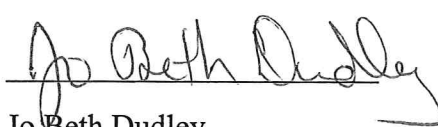
The Dalton Board of Selectmen Rules of Procedures are guidelines and failure to follow the procedures contained herein shall not invalidate any action taken by the Board provided the action is taken is legally done.

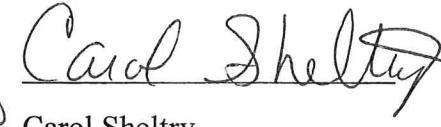
SECTION VI. AMENDMENT PROCEDURE

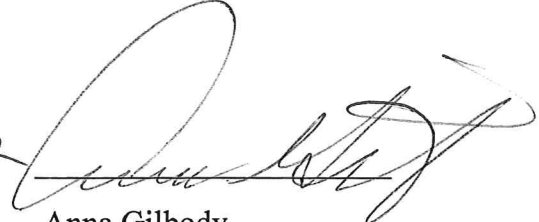
Amendments to these Rules of Procedures may be offered at any Board meeting but shall not be voted on until the next regularly scheduled meeting. All properly adopted amendments will be included in the Rules of Procedure and certified by signature of a majority of the Board.

SECTION VII. EFFECTIVE DATE

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.


 Jo Beth Dudley


 Carol Sheltry


 Anna Gilbody

Date: 7-1-19