Town of Nottingham
P.O. Box 114
Nottingham NH 03290

Office (603) 679-5022
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SELECT BOARD RULES OF PROCEDURE

I. Purpose

Pursuant to NH RSA 41:8, RSA 91-A, and other applicable statutes, the Nottingham Select Board adopts the following Rules of Procedure.

II. Responsibilities and Authority of the Board

The Select Board is the executive, managerial, and administrative body that carries out the votes of Town Meeting. It has only the authority granted to it by state law or by Town Meeting. In addition to specifically assigned roles and powers, the Board has the broad duty to, "manage the prudential affairs of the Town" (RSA 41:8).

Most of this work is carried out through simple majority votes of the board, which are often limited to single questions or actions. *(For example, appointing an official or approving a contract.)* These actions are documented in meeting minutes or authenticated by members' signatures.

Policies prescribe and document general, formal, uniform, and permanent rules for officials and employees. They are generally created through the Board's "prudential affairs" authority. *(e.g., Personnel Policy or Recycling Policy).*

Ordinances, generally, are adopted by the Board pursuant to a specific statute, which grants authority and mandates the procedure for adoption. *(e.g., Speed Limits).*

III. Responsibilities of Members

Members shall make every effort to attend each meeting, having prepared and read materials in advance.

Members are expected to be fully aware of, and compliant with, NH RSA 91-A regarding the public conduct of Town business. Members shall not release or discuss information raised in non-public session.

The Board may only take action by majority vote during a meeting legally in session. Individual members may take no action or decision, nor speak on behalf of the Board, without the specific authority of the full Board.

Members shall treat each other as professionals, with respect and courtesy. They shall respect the rights and opinions of others in the community. They should expect to be treated the same.

Members shall treat employees as professionals, with respect and courtesy. They should expect to be treated the same. Members shall recognize the administrative chain of command, by directing questions, complaints, discussions, and requests for staff support through the Town Administrator. Members can expect to be notified of serious incidents promptly, pursuant to the Notification Policy.

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IV. Meetings

Regular Meetings are held biweekly, in accordance with the typical agenda contained herein. Regular meetings are recorded, broadcast on cable TV, and made available online.

Workshop Meetings are less formalized meetings of the board, generally conducted to provide more detailed discussion on a limited number of topics, such as the operating budget.

Non-Public Meetings, pursuant to RSA 91-A:3, may be held at the call of the Chair or at the demand of any two members.

Agendas for meetings are posted pursuant to RSA 91-A, at the Town Offices and on the Town web site, not less than 24 hours prior to the meeting. The agenda will be prepared and posted by the Town Administrator, and may be changed by the Chair or by vote of the Board at the meeting.

For Regular Meetings, the typical agenda consists of: Approval of Manifests and Minutes; Reports from Assigned Boards and Committees; Town Administrator's Report; Appointments; General Business; and Non-public session, if necessary. Members may place an item on the General Business agenda, and members of the public may request an appointment with the board. For regular meetings, the deadline for such requests is close of business, four days prior to the meeting.

Members of the public shall provide a brief written statement containing the subject matter to be discussed or the area of concern. Any documents or presentation materials must be provided to Town Administrator no later than the close of business, three days prior to the meeting.

Conduct of Meetings

Meetings shall be conducted in accordance with the generally accepted practices of order and decorum. The Chair shall preside over all meetings and set the terms of fair and efficient debate, subject to the final authority of the majority of the Board. The Chair may limit discussion to the motion or topic on the table; limit time for each visitor to speak; call for recess; and decide procedural matters.

Visitors may be permitted to address the Board on any topic properly on the agenda. No person shall address the meeting without leave of the Chair, and all visitors shall address the Board through the Chair. Visitors wishing to address the Board will be asked to rise, state their name, place of residence, and purpose for addressing the Board.

Minutes of meetings will be prepared and made available by the Town Administrator or his/her designee, pursuant to NH RSA 91-A. Members will receive draft minutes within one week of the meeting and have the opportunity to suggest corrections in advance of the following meeting. A final draft will be distributed to members with the agenda for the subsequent meeting.

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V. Suggestions and complaints

Board members are likely to receive suggestions or complaints from residents outside of meetings.

"Administrative" matters: Those concerning delivery of Town services, interpretation of law or policy, and employee performance, should generally be referred to the Town Administrator. The Town Administrator will address the matter and report to the member or to the full Board as appropriate.

"Legislative" matters: For those concerning the letter or intent of Town policy, or the decisions of the board, members may: suggest a scheduled appointment with the Board; place the item on an agenda; or refer to the Town Administrator for study or recommendation.

VI. Officers

At its first meeting following swearing in of new members following Town Meeting, the Board shall elect a Chairperson and Vice Chair. Election will be by majority of members present.

Role and duties of the Chairperson:

- To call Non-public, Special, and Workshop meetings of the Board
- To call to order, and preside at, all meetings - providing all members the ability to contribute, expediting business of the Board, and ensuring compliance with the law and the observance of order and decorum
- To receive and send routine correspondence on behalf of the Board
- To appoint members as noted in Section V below
- To authenticate, by his/her signature, when necessary, all acts, orders, and proceedings of the Board

In the absence of the Chairperson, the Vice Chair shall preside and assume all duties of the Chairperson.

VII. Committees

Ex-Officio appointments

At its first meeting following swearing in of new members following Town Meeting, the Chairperson will appoint ex-officio members to the Planning Board, Budget Committee, and any others as needed. The Chair may also appoint an alternate for each. Appointment terms are generally one year.

Board Members sitting as ex-officio members of other bodies do so as representatives of the entire board. While they are expected to use independent judgement in most matters, it may at

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times be necessary or appropriate to consult the full board. All members may discuss these matters during the "Reports from Assigned Boards and Committees" portion of a meeting.

If an appointed ex-officio appointee is unable to attend a meeting or perform other duties, they shall notify the appointed alternate, if available, and the Chair as soon as is practicable. In the absence of an alternate, the Chair shall designate another member to attend.

Other Committees

The Board may appoint and authorize committees on an ad hoc basis as it sees fit.

VIII. Adoption and Amendments

An amendment to these Rules of Procedure may be moved at a Board meeting, but shall not be voted upon until the next regularly scheduled meeting. Adoption and amendments shall take effect immediately following a majority vote of the Board at a regularly scheduled meeting.

Adopted August 8, 2016

Donna Danis, Chair

Charlene Andersen

Tiler Eaton