

MODERATORS' RULES
Rules of Procedure for Nottingham Deliberative Sessions & Special Meetings
revised February 1, 2024

1. No person shall speak during any meeting without leave of the moderator, nor when any person is speaking is in order; and all persons shall be silent at the desire of the moderator. **RSA 40:7**
2. The moderator will take the articles in the order that they appear on the Warrant unless the moderator announces the intent to take the articles out of order, which will require the approval from the legislative body (all registered voters whose legal domicile is Nottingham).
3. Presenters of warrant articles will have a 5 minute time limit unless prior arrangements have been made with the Moderator.
 - a. The moderator shall give permission to speak to non-resident department heads, legal counsel and any other persons with information pertinent to the warrants at her discretion.
 - b. A presenter may make additional comments on the article after all the other speakers have spoken or when the moderator directs a question/comment from the legislative body to them.
4. Speakers from the legislative body must show their voting card, state their name and street address clearly every time they step to the microphone.
 - a. Speakers will have a 3 minute time limit.
5. A reasonable amount of relevant and non-repetitive debate will be allowed from the legislative body .
 - a. All registered voters who wish to address the article will speak before anyone speaks twice.
 - b. No uncivil behavior will be tolerated, including but not limited to disrespectful language, false accusations, or personal attacks.
6. If any person shall behave in a disorderly manner, and after notice from the moderator, persist in such behavior, or shall in any way disturb the meeting or willfully violate any rule of proceeding the moderator may command any constable or police office, or any legal voter of the town, to remove such a disorderly person from the meeting and detain such person until the business is finished. **RSA 40:9**

7. Elected officials/election officials, including the moderator, are also citizens with the same voting rights and privileges granted to each citizen. However, when expressing personal opinions, they must separate themselves from that office by stepping to the floor and speaking from the microphone designated for the public.
8. Any amendment to a warrant must be submitted to the moderator in writing prior to a vote being taken on the amendment.
 - a. The Moderator will not accept negative motions. Negative motions are motions that require a “no” vote to vote in the affirmative, such as “I move that we NOT amend the budget”.
9. There must be a motion and a second on the floor for each amendment. Only one amendment on the floor at a time.
10. The moderator will try to ensure that the contents of all motions and amendments are fully understood. Please do not hesitate to ask the moderator if what you are voting on is not clearly understood.
11. Voting will be by Voter Cards, , except where required by statute, or by proper request. You must be seated for the ballot clerks to count your vote.
12. Voters may request a ‘Yes-No’ Secret Ballot Vote:
 - Prior to a Vote: the moderator must receive the signatures of five (5) present registered voters requesting a secret ballot on a given motion. **RSA 40: 4-a**
13. Voters may also request a secret ballot, after a vote done by voter card.
 - a. Immediately after the division vote on a given motion, seven (7) present registered voters may stand and request a yes no revote by secret ballot. **RSA 40:4-b**
14. All votes are subject to reconsideration during the meeting, unless a motion to invoke **RSA 40:10** is voted in the affirmative regarding that article. A motion to invoke **RSA 40:10** (to restrict reconsideration of a warrant article) may be done any time after an article has been moved, however the moderator will not recognize the motion if she/he feels the voters have not yet had an adequate opportunity to discuss an issue.
15. Results of all votes will be announced by the moderator

16. Persons wishing to film or photograph the meeting shall do so from the back of the room or other area designated by moderator so as to not serve as a disruption or Distraction.

Respectfully submitted by,

Dawn Fernald, Nottingham Town Moderator

Bonnie Mackinnon Winona, Nottingham School Moderator