

# Town of Sandown, NH

## Selectmen Meeting Procedures

### **Scheduling of Meetings**

Regular meetings of the Board of Selectmen shall be held each Monday at the Town Hall to convene at 6:30 pm unless rescheduled by a vote of the Board due to holidays, summer schedule or unforeseen circumstances.

Special meetings may be called by the Chairman or in the Chairman's absence, by the Vice Chairman, 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.

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

Except in emergencies, written notice of all meetings shall be properly posted in two (2) public places 24 hours before each meeting is to convene. In emergencies, all efforts will be made to post a written notice of the emergency meeting with as much notice as possible.

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.

### **Agenda Format of Meetings**

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

- Call to Order
- Pledge of Allegiance
- Approval of Minutes
- Public Comment
- Appointments
- New Business
- Old Business
- Review of Correspondence
- Department Liaison Reports
- Non-public session (when needed)
- Adjournment

The public comment segment is to consider town issues, except personnel matters. The public comment segment may be extended in time by a vote of the Board.

During the meeting, all agenda items, except public hearings, will typically be taken in the order of the agenda. All agenda requests shall typically be placed on the agenda in the order they are received. 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.

### **Agenda Requests and Appointments with the Selectmen**

Requests to meet with the Selectmen shall be in writing, stating the purpose for the meeting, parties to be present and as much information as possible to permit board review in advance of the meeting. Appointments with the Selectmen shall be scheduled at a mutually agreeable date and time for all parties involved and are subject to availability.

Requests for information to be included in the Selectmen's agenda packet shall be in writing, stating the purpose for the agenda item and as much information as possible to permit board review in advance of the meeting. Requests received in the Selectmen's office up to noon of the Wednesday preceding the meeting and approved for inclusion by the Chairman, or in the Chairman's absence, by the Vice-Chairman, shall be included on the next agenda. Any requests received after noon on Wednesday shall be included on the following week's agenda subject to approval by the Chairman, or in the Chairman's absence, by the Vice-Chairman.

The agenda shall be posted at the Post Office, Town Hall and on the town website and available to the public 24 hours in advance of 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.

### **Procedures During Meetings**

No person shall address a public meeting of the Board without permission 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.

During the Public Comment portion of a meeting, 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.

Visitors may be permitted to speak on any matter properly posted 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 Chairman.

In cases where a member of the audience wishes to speak on a matter, the chairman 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 chairman may do so with majority consent of the Board.

The public shall be given an opportunity to speak at each meeting in the Public Comment section of each meeting.

Objective comments 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.

### **Time of Meetings**

All meetings shall begin at 6:30 pm and to end no later than 11:00 pm. If business remains to be transacted at the scheduled adjournment time, the Board may either vote to continue the meeting or adjourn to another time to complete the business. The unfinished business shall appear on the agenda of the next meeting under old business.

Any member of the Board expecting to be absent or late shall notify the Chairman or the Town Administrator prior to the beginning of a meeting.

### **Amendments to the Rules**

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.

### **Non-Public Sessions**

All non-public sessions shall be conducted according to NH RSA 91-A:3.

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.

## **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 necessarily 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 and digital recordings of meetings taken by the Board's recording secretary shall be saved until the board approves of said minutes. The posting of minutes both public and non-public shall be consistent with the requirements of NHRSA 91-A:2 & 91-A:3 III respectively.

Adopted by the Sandown Board of Selectmen on April 12, 2010

Amended by the Sandown Board of Selectmen on March 28, 2016

Amended by the Sandown Board of Selectmen on April 17, 2017

Amended by the Sandown Board of Selectmen on March 16, 2020