

TOWN OF WENTWORTH

Select Board Meeting Procedures

1) Scheduling of Meetings

1.A) Regular meetings of the Board shall be held on alternate Tuesdays at the Town Offices to convene at 5:00 P.M. unless rescheduled by a vote of the Board due to holidays or unforeseen circumstances.

1.B) Special meetings may be called at any time by the Chair, or in case of the Chair's absence, by a majority request of the Board. 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.

1.C) Emergency meetings may be called by the Chair per NH RSA91-A:2, or in the Chair's absence, by a majority request of the Board, without notice for situations where immediate, undelaying action is deemed to be imperative.

1.D) Except for emergency meetings, written notice of all meetings shall be properly posted before each meeting is to convene.

1.E) Postponed Meetings: Any meeting may be postponed providing all available members of the Board are contacted by telephone or personally, and a majority indicates agreement.

2) Time and Frequency of Meetings

2.A) Regular Select Board meetings will take place every other Tuesday beginning at 5:00pm and ending no later than 8:00pm. The first hour will be strictly for signing checks and minutes; review, approval and signing of assessment issues and forms; reviewing, approval and signing of contracts; and any other administrative duties. If business remains to be transacted after the scheduled adjournment time, the Board may either vote to continue the meeting or adjourn to another time. The unfinished business shall appear on the agenda of the next meeting under old business.

2.B) Any member of the Board expecting to be absent or late shall notify another member or the Town's Administrative Assistant.

3) Agenda Format of Meetings

3.A) The Agenda for all meetings shall be organized, with major segments (where possible) as follows:

3.A.1 Call to Order and Pledge of Allegiance

3.A.2 Administrative duties (first hour)

3.A.3 Schedule of agenda items, old business then new business

3.A.4 Public comment

3.A.5 Select Board comment

3.A.6 Adjournment

3.B) During the meeting, all agenda items, except for public hearings, shall be taken up in the order of the agenda, typically placed in order of receipt. Public hearings shall be held at the scheduled times whenever possible. If parties fail to appear when agenda item is taken up, that item shall be deferred to next meeting as new business or, by majority vote of Board, be taken up at another position on the agenda. The order of the agenda may be adjusted to accommodate scheduled participants, importance of the issue, or other factors that best makes use of available time.

3.C) All requests to be included on meeting agenda, including department head's written reports, and non-public session requests must be received in the Select Board office by 1:00pm on the Thursday preceding the meeting and approved for inclusion by the Administrative Assistant, after 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 including an ideal resolution, to permit the Board to review in advance of the meeting. Request forms are attached. The agenda shall be posted at the Post Office, Shawnee's and Town Offices by Friday at noon. Board members may submit late items to the agenda but will be considered new business for scheduling purposes and must be in writing stating purpose of late submission.

4) Procedures During Meetings

4.A) No person shall address a public meeting of the Board without permission of the Chairperson or other presiding officer, per NH RSA 91-A:2, at such meeting, and all persons in the audience shall, at the request of the Chairperson or presiding officer, be silent. If after warning from the Chairperson or 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, the Chairperson or presiding officer may order a police officer or other proper authority to remove and/or confine the person in some convenient place until the meeting is adjourned.

4.B) Petitioners will be limited to a five (5)-minute presentation, unless permission to speak for a longer period is requested and granted by a majority vote of the Board.

4.C) Town residents and taxpayers may be permitted to speak on any matter properly itemized 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 Chair.

4.D) In cases where a resident or taxpayer wishes to speak on a matter, the Chair may request said party to rise to be recognized, state said party's name, place of residence and 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.

4.E) All proceedings during the meetings shall be governed by Robert's Rules of Order (<https://robertsrules.org>), except as indicated herein. Where a conflict arises, these procedures shall govern.

4.F) Any town resident or taxpayer shall be given an opportunity to speak at each meeting in the Public Comment section of each meeting, and the requirements of Item number 3.C will not apply, except for requests for non-public session.

4.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 NH RSA 91-A2:IIc.

5) Amendments to the Procedures

5.A) These procedures may be amended by a majority vote of the Select Board members present, providing notice of the proposed amendment has been submitted in writing to each member of the Select Board at a prior duly convened meeting of the Select Board. An amendment shall be construed as any addition of a new procedure or deletion or modification of an existing procedure.

6) Non-Public Sessions

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

6.B) 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. Unless otherwise provided in and by NH RSA 91-A:3, 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. If an issue arises during a public meeting, the Select Board has the right to conduct a non-public session upon a majority vote.

7) Minutes

7.A) The minutes of the Select Board meeting are to be kept by the Select Board and shall report the names of all Select Board members present, the presence of the Administrative Assistant, the subject acted upon, and shall record essentially the notes, except for non-public sessions which are to be recorded in detail, and other official action taken, but such minutes shall not include a lengthy record of discussions of such meetings. The minutes may include the department head's reports. The minutes may also include other documents submitted during the proceedings by a majority vote of the Board.

Recordings of the meetings taken by the Board's staff shall be saved at the very least until the Board approves of said minutes.

The minutes of non-public sessions shall be consistent with the requirements of NH RSA 91-A:3 III.

Adopted and approved by the Wentworth Select Board on March 17, 2020.

TOWN OF WENTWORTH

Request for Non-Public Session

Requested by _____ Date _____

Date of Meeting _____

Reason (please check one below)

_____ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

_____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

_____ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

_____ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

_____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*

_____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. (The members of the Select Board are exempt from this section.)*

All requests to be included on a meeting agenda must be received in the Select Board's office by 1:00 PM on the Thursday preceding the meeting by the Administrative Assistant after which time, the agenda will be closed.