

**Rules of Procedure**  
**Budget Committee Meetings**  
**Chesterfield NH**  
**Enacted October 24, 2017**

**Section 1: Membership**

1. Committee membership consists of nine elected members ( 3 groups of three staggered 3 year terms), one Ex Officio member each; Selectboard Representative, School Board Representative, Spofford Fire Precinct Representative, and Chesterfield Fire Precinct Representative.
2. A Chairperson and Vice Chairperson shall be elected at the first meeting following the annual election of Budget Committee positions
3. Filling Vacancies due to mid-term resignation
  - Elected members; vacated seats will be filled with an appointed member to fill the vacated seat until the next election where a permanent member is elected to fill the remainder of the three year term.
  - Ex Officio; vacated Ex Officio members are designated by and according to their corresponding board/Precinct policy.

**Section 2: Meetings**

1. Meetings of the Budget Committee will be held in the Town office building, in the town of Chesterfield unless the Committee adjourns to another location or is scheduled and noticed for another location. Meeting dates and times will be determined by consensus of the members or at the discretion of the Chairperson, as required
2. With a few specific exceptions, committee meeting must be in public must also be properly warned in advance. In general, warning is done by posting in the manner and locations designated by the Chesterfield of Selectmen.
3. If one or more members of a committee cannot physically be present, they may participate by telephone or other electronic means (RSA 91-a;2)if:
  - Physical attendance is not reasonably practical.
  - All members can simultaneously hear and speak with each other
  - Except in an emergency, a quorum is physically present in the noticed meeting location.
  - All parts of the meeting are audible or otherwise discernible to the public in that location
4. Meetings shall be conducted in a polite and respectful Manner. All participants will be acknowledged by the acting Chairperson before speaking. Individuals making Presentations

to the Committee shall submit any documents containing information or specifications, relevant to the presentation, two weeks prior to the scheduled meeting, or as soon as practical, to the Town Administrator for distribution to the committee members.

### **Section 3: Budget Committee member responsibilities.**

1. All members shall make every effort to attend each scheduled meeting. The Chairperson should be notified by any Committee member of an impending absence prior to the meeting.
2. The duties of the Budget Committee and its members are governed by Chapter 32 Municipal Budget Law

### **Section 4: Order of Business:**

The following is a general order of business. The actual order of business will be as indicated in the official meeting agenda.

- Call to Order
- Approval of minutes
- Appointments
- New Business
- Old Business
- Reports of Ex Officio Representatives
- Public Comment
- Other Business
- Adjournment

### **Section 5: Rules of Order:**

In Lieu of the complexity of Roberts Rules of Order, which can be very contentious, the following basic rules of meeting protocols and order will be applied by the acting Chairperson. The acting Chairperson shall rule on all matters raised by this rule.

1. A motion is introduced to come before the committee for consideration, a vote and decision by a member of the Budget Committee.
  - The Main Motion must be stated Concisely and if lengthy must be submitted in writing, subject to the discretion of the Chairperson
  - The motion must be seconded In order to proceed
  - Once a moved and a seconded, the Chairperson opens for discussion and may allot a time deadline for discussion
  - Should a member wish to introduce an amendment to the main motion, it must be seconded to proceed and must be germane to the subject of the main motion
  - Once moved and seconded, the Chairperson opens the amendment or discussion and may allot a time deadline for discussion.
  - After sufficient time has transpired for discussion of the amendment, the Chairperson will call the question to vote on the amendment.

- All amendments to the main motion must be decided or dispensed with before the Chairperson can call the main motion as amended to a vote.
  - After sufficient time has transpired for discussion, without a motion for amendment or a call for the vote from the membership, the Chairperson will call the question to a vote. The vote is a majority vote
  - No other business may come before the Committee until the motion on the floor has been decided by a vote or withdrawn.
2. Motion to Table or Postpone is introduced.
- A majority vote will table or postpone a vote or to delay consideration of an issue to a later date or time.
  - The issue will be placed under “old business “ until such time it is disposed of.
3. Votes of the Committee will be recorded as unanimous or with a numerical representation of ayes, nays and abstentions.

**Section 9: Public Comment:**

1. The Chairperson will announce the public comment segment of the meeting. Any person wishing to speak shall indicate their intention by raising their hand or other reasonable means. Once recognized by the Chairperson, the speaker shall direct all comments or questions through the Chairperson. The Committee shall be addressed as a whole and not individually. The Committee reserves the right withhold a response to public comment on a matter or issue, the Chairperson may request said party to rise and be recognized, state their name, address of residence.
2. In Cases where a member of the audience wishes to speak, speakers will have 5 minutes to address the Committee. The Committee, at the discretion of the Chairperson, reserves the right to limit the time for “public comment” to the time indicated in the official agenda of the meeting. The Chairperson reserves the right to call on anyone wishing to speak before allowing someone to speak for a second or subsequent time.
3. Public comment during the course of the meeting will be at the discretion of the Chairperson. Comments, if allowed, must concise, germane to topic and not interfere with the business of the meeting
4. Objective and Constructive criticisms of town operations and programs are acceptable and encouraged, complaints directed at individual town employees or volunteers are not acceptable and will not be allowed. These complaints should be brought to the Selectboard in concert with their policies for handling such matters.

**SECTION 10: Amendments:**

An amendment to these rules and procedures may be moved at a meeting of the Budget Committee but shall not be voted upon until the next regularly scheduled meeting. A copy of the

proposed amendment shall be forwarded to the Town Administrator to be approved by town council.

Once approved by majority vote of the Committee, the amended policy shall be forwarded to the Board of Selectmen and included in the town records.

A current copy of this policy will be distributed to all members at the first meeting following the Town Meeting.