

Town of Chesterfield
Board of Selectmen
Rules of Procedure

Resolved by the Board of Selectmen of the Town of Chesterfield that the following be and hereby are adopted as the Rules of the Chesterfield Board of Selectmen.

1. The following Rules shall be adopted by a majority of the Chesterfield Board of Selectmen and these rules shall become effective immediately upon their adoption.
 - a. Robert's rules should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.

2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Board of Selectmen:
 1. The Town Clerk or any Board of Selectmen in good standing shall swear-in all new Selectmen.
 2. The members thereof shall:
 - a. Choose, from among their members, a Chair and a Vice Chair. In addition to the powers conferred upon the Chair and the Vice Chair they shall continue to have all the rights, privileges and immunities of a member of the Board of Selectmen.
 - b. Motion that the Board of Selectmen confirms by a roll call vote, that the Town of Chesterfield will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Selectmen, other elected officials, employees, agents as well as appointed officials that serve on the committees and boards within the Town of Chesterfield; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
 - c. Motion to have the Board of Selectmen Chair sign ancillary documents as agent to expend as a result of Board of Selectmen prior approval of the documents.
 - d. Motion to have the Board of Selectmen Chair complete the Board's section of the Annual Report.
 - e. Motion to have the Board of Selectmen Chair Complete Tax Deed Waivers.
 - f. Motion to adopt the Board of Selectmen Rules of Procedures.
 - g. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
 - h. Motion to have the Board of Selectmen sign payment plans for deedable properties.
 - b. The above election shall be by majority vote of the Board of Selectmen present at the first meeting.
 - c. Duties of Officers :
Chair:
 - a. The Chair with the Town Administer shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Chesterfield's Town Charter and Robert's Rules as guides for appropriate protocol.

Vice Chair:

- a. In the absence of the Chair, the Vice Chair shall conduct the duties of the Chair at Selectmen Meetings.

3. Board of Selectmen Meetings

- a. The Board will meet in regular session every week on Wednesday, except from the week of Memorial Day to the week of Labor Day where the Board may meet every other week on Wednesday, and other time periods as set by Board of Selectmen in advance.
- b. The place of meetings shall be the Selectmen's meeting room at the Town office building unless otherwise designated.
- c. A quorum of the Board is 2 members present.
- d. The Board reserves the right to end meetings at any time the board deems it is in the best interest of the Town and Board. The Board shall motion to extend public session meetings as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a majority Vote.
- e. The Board may meet for a special meeting by Board vote or by the Chair calling a meeting, on an as needed basis.
- f. The chair may cancel scheduled meeting when inclement weather or material on agenda is not enough to warrant the meeting.
- g. Board members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair and confine their remarks to the merit of pending questions; and shall not engage in personalities.
- h. Any member may leave the Meeting room while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Board with necessary background information on all items of business before the Board.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining.
- b. A motion to vote on a subject must be followed by a second in order for the motion to advance to a vote. A motion with no second fails.
- c. Roll call votes shall be in a random order with the Chair voting last.
- d. All votes shall be voice votes. However, when Town funds are being voted on, a roll call vote will be required. Any Board member may call for a roll call vote on any matter.

6. Debate

- a. Board members must be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 1. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Board members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience.
 - b. When commenting on another Board member's statement or questions, identify the speaker, statement and when the statement was made.
 - c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the Chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the Question", and even if not one is speaking, it is still necessary to seek recognition.

7. Order of Business

- a. Agenda Order of Board of Selectmen Meetings:
 1. Call to Order
 2. Public Hearing (if needed)
 3. Suggestion Box (not during working meetings)
 4. Signature Folder
 5. Correspondence Folder
 6. Weekly Review
 7. Public Comment
 8. Old Business
 9. Guests
 10. New Business
 11. Other Business
 12. Legal (if needed)
 13. Public Comment
 14. Acceptance of Minutes
 15. Non-Public (if needed)
 16. Adjourn

17. Weekly Meetings List

Order may be adjusted by decision of the Board

b. Public Input

1. Two Public Input sessions will be allowed during each Board Meeting. Time will be divided equally among those wishing to speak. The Chair reserves the right to end at any time.
2. No one may speak during Public Input except the person acknowledged by the Chair.
3. No person may address the Board more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
4. Any questions must be addressed to the Chair only, who after consultation with Board and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Board member and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted on the Old Business list. The answer may be provided by Town Administrator during normal work hours or by bringing to the Board for discussion at a subsequent meeting.
5. Board Members may request a comment be added to the New Business at a subsequent meeting.

c. Scheduled Appointments

1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Board.
2. A scheduled appointment shall not exceed 15 minutes to address the Board unless the Board votes to extend.
3. Board and Committee applicants shall be invited to attend a Board meeting as a scheduled appointment to state their interest.
4. Department Heads shall meet at minimum quarterly as a scheduled appointment to provide an overview of their activities.

d. Old Business

1. Business carried over from a previous meeting.

e. New Business

1. New Business from the public should be submitted to the Town Administrator or Board Chair
2. New Business submitted by noon on Friday of a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a Board meeting shall not be acted upon at the meeting except by a consensus of the Board.

3. New Business submitted after noon on Friday preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by the Town Administrator or Chair.

8. Non Public Session

- a. The Board shall motion to exit non-public, and convene in public session, then motion to seal the minutes of the non-public session as appropriate in the public session.
- b. A Board member not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Board.
- c. Unsealing of the non-public session minutes for the current calendar year (January 1st to December 31st) should occur by the end of January of the following year when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91-3 II.

9. Filing Agenda items

- a. Every item of business to come before the Board for action must be filed with the Town Administrator or Board Chair no later than noon on Friday prior to the regular Board Meeting.
- b. The Agenda should be posted by noon on Tuesday prior to the regular Board Meeting.
- c. It shall be the duty of the Town Administrator to email said agenda and any available supporting documents to each Board Member (if not already picked up) by Tuesday at 12:00PM.

10. Addressing the Board

- a. Personal other than members of the Board shall not be permitted to address the Board except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Board may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Board Members.

Adopted by the Board of Selectmen on 04/17/2019


Jon McKeon, Chair

17 April 19
Date


Norm VanCor

4/17/19
Date

Jeanny Aldrich

4/17/19
Date