RULES OF PROCEDURE
BOARD OF SELECTMEN
WOLFEBORO, NH

SECTION I: PURPOSE:

These Rules of Procedure describe the duties and methods of operation of the Wolfeboro Board of Selectmen.

SECTION II: ORGANIZATION:

A.) RESPONSIBILITIES OF MEMBERS:

1. All members shall make every effort to attend each scheduled meeting. The Chair should be notified by Board members of an impending absence prior to the meeting.
2. Members of the Board have authority only when acting as a Board legally in session. One Selectmen has no authority and can not speak for the Board except when representing the voted position of the Board. Members of the Board have authority only when all actions are voted on by the majority of the board at a public meeting that complies with the Right to Know Law RSA 91-A. The Board shall not be bound by any action or statement of an individual Board member, except when such statement or action is pursuant to instructions voted on by the Board.
3. Members are expected to sign various paperwork and the weekly manifest (which is generally printed on Wednesdays) in a timely manner, unless impending absence has been noted.
4. Members are expected to come prepared to meetings with the understanding that the minimum requirement is to read the meeting packet.
5. Members are expected to attend assigned committee and cross-over board Meeting. When unable to attend members should notify the chair (in time to arrange alternate coverage if possible) and in the case of the Planning Board, notify their alternate as well.

B.) OFFICERS

1. ELECTION - A chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town Meeting. Election shall be by a majority vote of those present.
2. DUTIES - The chairperson shall preside at all meetings of the Board, and perform all duties required by law.
3. ELECTION - Vice Chairman shall be elected at the first regularly scheduled meeting following the swearing in of members. Election shall be by a majority vote of those present.
4. DUTIES – The vice-chairman shall preside at all meetings that the Chairman is unable to attend.

C.) COMMITTEES:

The Board, by vote, may delegate members of the Board to investigate Town matters, to serve on committees, and to

perform other duties.

SECTION III: OPERATION

A.) MEETINGS:

1. ORGANIZATIONAL MEETINGS - An organizational meeting to elect officers shall be held in accordance with II, B, 1. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule for the upcoming year for the first and third Wednesday, with additional meetings and work sessions as needed.
2. REGULAR MEETINGS - A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORK SESSION MEETINGS - A less formalized meeting of the Board, generally conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.
4. NON-PUBLIC MEETINGS - A meeting of the Board held for town legal and personnel issues in accordance with RSA 91-A:3.
5. SPECIAL MEETINGS - May be called by the Chair in accordance with RSA 91-A:2, II; upon demand of three (3) members of the Board; or at the request of the Town Manager to the Chair.

B.) SCHEDULE OF MEETINGS: The Board shall meet the first and third Wednesday evening in a regular meeting. Each meeting shall be posted in accordance with RSA 91-A. The weeks in which the Board is not scheduled to meet shall be reserved for workshop sessions as called by the Chair.

C.) REPORTS OF COMMITTEES: Written reports from committees received by the Board shall be filed with the Town Clerk. Oral reports will be at regular meetings with the Town Manager's report.

SECTION IV: RULES OF ORDER

A.) QUORUM - A quorum shall consist of three (3) members of the Board.

B.) AGENDA - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the Chair or by a vote of the Board at the meeting, as in a motion to strike or table an item from the agenda. Items may also be brought up under New Business at a meeting.

1. Non-Public(s), if necessary.
2. Approve minutes
3. Public Input (limited to 3 minutes per resident and 15 minutes in total)
4. Public Hearings
5. Bulk Vote
6. Appointments
7. New Business
8. Old Business/Tabled and Pending.
9. Any Other Business

10. Town Manager's Report
11. Committee Reports
12. Questions from the Press
13. Non-public(s), if necessary
14. Adjournment

Persons, including Selectmen, wishing to place an item on the agenda must notify Town Manager or his secretary before the agenda setting deadline which is 12:00 Noon on the Wednesday preceding the meeting (except in the case of weekly or special meetings). If the person is going to make a presentation, s/he must provide a copy of all presentation material and documentation to be included in each Selectman's packet which shall be available no later than 4:00 PM on the Friday preceding the meeting.

Only bonafide emergencies may be placed on the agenda for discussion at the meeting after the agenda setting deadline has passed.

The Chair and the Town Manager shall decide if a Temporary Event application is complete before scheduling a public hearing.

C.) ROLE OF THE CHAIRPERSON: The Chairperson's duties are as follows:

1. To open the session at the time at which the Board is to meet by calling the members to order.
2. To announce the business before the Board in the order in which it is to be acted upon.
3. To recognize members entitled to the floor. After a presentation, questions accepted from the public shall be addressed through the Chair after they identify themselves.
4. To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings, and to announce the result of the vote.
5. To protect the Board from annoyance.
6. To assist in expediting all business in every way compatible with the rights of the members by:
   a) Allowing remarks when non-debatable motions are pending.
   b) Calling a recess to permit restoration of order or clarification of an obscure point if s/he thinks it advisable.
   c) Guiding the members when engaged in a debate to stay within the rules of order.
   d) Ensuring on all occasions the observance of order and decorum among the members.
   e) Deciding all questions of order (subject to an appeal by any two (2) members) unless s/he prefers to submit the question for the decision of the Board.
   f) Informing the Board on a point of order, or practice pertinent to pending business.
   g) Recognizing Board member's requests for disqualification from issues where a conflict of interest may occur, as well as abstentions from voting.

7. To authenticate by his/her signature, when necessary, all acts, orders, and proceedings as directed by vote of the Board.
8. The Chairperson shall vote as a member of the Board, and may offer a motion or second a motion when necessary and appropriate.
9. Discussions which are not addressing the business before the Board, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairperson shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.
10. Correspondence shall be directed to the Chair of the Board, Communications from the Board shall be signed by the Chair or designee. An Annual Report shall be prepared by the Chair and submitted to the Annual Report of the Town.

D.) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Board being the final deciding authority.

E.) RECORDING OF VOTES: Votes shall be by voice, show of hands, or by a roll call. The vote of each member present shall be recorded.

F.) REQUESTS FOR INFORMATION: Should it become apparent to the Chairperson or an individual Board member, in the interim between meetings, that additional information relative to a specific item may be needed for Board use at the next regularly scheduled meeting, a request for this information may be submitted to the Town Manager.

Any information provided to any individual Selectman shall be provided to the rest of the Board and shall note the origin of the request.

SECTION V: EMPLOYEES.

A.) DUTIES: The Board's secretary, or his/her designee, shall be responsible for recording the minutes of the Board's meetings (to conserve paper, two-sided printing is encouraged), and an official copy of the records is to be filed in the Town Clerk's Office and on the Town's web site open to inspection by any person at reasonable times. The secretary shall record the essentials, called "the minutes" of the proceedings as follows:

1. The kind of meeting - regular, special, work session, or recessed.
2. Time and place of meeting.
3. The presence/absence of Board members.
4. Whether the minutes of the previous meeting were approved or amended.
5. A brief, written report of the general topics discussed.
6. All main motions and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn.

7. Record of any votes by the Board, including names of those Board members opposed if not unanimous.
8. The hour of adjournment.

SECTION VI: APPOINTMENT TO BOARDS AND COMMISSIONS:

A.) The Chair shall request from members their choices of committees, boards, and commissions they wish to serve on as Selectmen's Representative.

B.) The term of all appointments of Selectmen Representatives, including the terms of any ex-officio members of the Board of Selectmen serving on local land use boards (i.e. Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until replaced.

SECTION VII: AMENDMENT PROCEDURE

An amendment to these Rules of Procedure may be moved at a Board meeting, but shall not be voted upon until the next regularly scheduled meeting, not less than seven (7) days later. A copy of any amendment shall then be certified and submitted to the Administrator's secretary for inclusion in the Selectmen's records.

SECTION VIII: EFFECTIVE DATE

These Rules of Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen on: July 19, 2006
Amended by the Board of Selectmen on: March 21, 2007
Amended by the Board of Selectmen on: June 20, 2007
Amended by the Board of Selectmen on: April 2, 2008
Amended by the Board of Selectmen on: August 20, 2008
Amended by the Board of Selectmen on: September 17, 2008
Affirmed by the Board of Selectmen on: April 1, 2009
Amended by the Board of Selectmen on: September 15, 2010
Affirmed by the Board of Selectmen on: April 6, 2011
Affirmed by the Board of Selectmen on: April 4, 2012
Affirmed by the Board of Selectmen on: March 20, 2013
Amended by the Board of Selectmen on: April 23, 2014
Amended by the Board of Selectmen on: April 1, 2015
Amended by the Board of Selectmen on: April 6, 2016

Brad Harriman, Chairman

Luke Freudenberg, Vice Chairman

Linda T. Murray

David A. Senecal

Q. David Bowers