

SELECT BOARD AGENDA AND MEETING POLICY

Purpose

This document is to clarify the procedures of the timing and posting of the agenda for the Select Board Meetings, and meeting protocols.

Agenda

The agenda will be posted by the Friday before the next meeting. Anyone desiring to be on the agenda will contact the Selectman's office no later than 1PM on the Thursday before the scheduled next meeting (normally on Monday night). If an immediate response is expected, any related material for the agenda item must be presented to the board at least 10 working days prior, so the board has sufficient time to review and research the material before addressing the issue at a meeting.

The Office of the Selectmen's agenda will consist of:

Pledge of Allegiance

Approval of Bills and Signing of Checks

Approval of Minutes of last meeting

Individual items that have been placed on the week's agenda

Other

1. After the board has asked if there is anything that was not listed on the agenda, the board Chair will ask if anyone has any other business or questions. One person at a time will be acknowledged. A person desiring to speak will raise their hand and wait to be identified and called upon. If there are a number of individuals, a board member will start a speaker's list to be used (in order) to identify subsequent speakers.
2. There will be a maximum of 10 minutes per person to speak, with a timer and two minute warning provided for time management purposes.
3. If a person is presenting new material, the board will accept the documentation but not respond until a **minimum** of 7 days from when it is presented to the board.
4. The Select Board Chair has the authority to end discussions in the event of repetition, anyone talking of matters that should be discussed in non-public session, or to enforce the observance of order and decorum during the meetings.

The motion to adjourn will not be in order until completion of the orders of business, unless a prior motion has been made and adopted at the start of the meeting to adjourn at a specified time.

Non-public deliberations will be identified on the agenda as well as what the non-public deliberations are for:

Legal

Personnel

Town Aid

Any issues concurrent with the provisions of RSA 91 A for non-public deliberation.