

# Town of Boscawen

## SELECT BOARD

### Rules of Procedure

#### General Procedures

##### **Applicability**

1. These Procedures are applicable to the Town of Boscawen Select Board and all committees appointed by the Board.
2. These Procedures are enacted or amended by the majority affirmative vote during a regular Board meeting.
3. Membership of each committee is determined using the Town of Boscawen Appointment Policy.
4. These rules of procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 91-A:2, as amended.

##### **Officers**

1. A **Chair** shall be elected at the first regular meeting of the Board after Town Meeting. Traditionally, the longest serving member or the one whose term expires next is the chair; however, the Board may choose as necessary.

##### **Terms, Members & Alternates**

1. **Terms of Members** shall begin when the member takes the oath of office for a term listed on their appointment. Appointments made to fill vacancies shall be for the remainder of the terms, unless otherwise prescribed by law.
2. **Members** are expected to attend each meeting of the Board to exercise their duties and responsibilities. Any member unable to attend a meeting shall notify the Chair and office staff as soon as possible. Members, including the Chair shall participate in the decision-making process.

#### Meetings

**Quorum.** A quorum for all meetings shall be a simple majority. A quorum is required to convene and/or continue any meeting. A quorum of the Board must be present at the public location, except in an emergency pursuant to RSA 91-A:2,III (b).

1. If a quorum ceases to exist the presiding officer shall adjourn the meeting immediately.
2. Should a member have to temporarily excuse themselves from a meeting for a portion of the meeting and there is no longer a quorum, the Chair shall recess the meeting until the member returns.
3. If a member disqualifies themselves, the Chair must immediately determine if there is a quorum in order to continue the meeting.
4. Members who vote to abstain are still counted for purposes of a quorum (Merrimack v. McCray 150 NH 811) (2004).

##### **Regular Meetings**

1. A regular meeting is held during the work week, at a time and location appropriate to conduct business and discharge responsibilities.
2. A regular meeting shall be established and member attendance is expected except in extenuating

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circumstances. In such cases, the member who will be absent is expected to inform the Chair and Town Staff.

#### Special Meetings

1. Special meetings are those held at the call of the Chair in addition to regular meetings, or are held for a specific purpose. Special meetings may also be held if the volume of business is such that it cannot be conducted during a regular monthly meeting. Like all other meetings, they must be properly noticed.
2. The Chair shall have authority to set or cancel special meetings.

#### Public Participation in Meetings

1. Appointments to request a time on the agenda to speak on a specific topic may be made for a regular meeting through the Town Administrator. The Chair has the discretion to schedule a different date and time.
2. Any person desiring to speak shall state their name, street address and if not a Boscawen resident, shall state their town and fill out the meeting roster provided during the Public Participation portion of the agenda. No one will be allowed to speak other than during the Public Participation portion of the agenda, during a Public Hearing, or unless they are scheduled to speak on the agenda.
3. Each person is allowed up to three minutes to speak and must speak clearly into the microphone.
4. Before a person is allowed to speak a second time, all others who wish to speak for a first time must be allowed to speak.

#### Electronic Participation

1. If a member of the Board is participating electronically all votes must be by roll call vote.

#### NonPublic Session

1. The Board may vote to enter NonPublic session per RSA 91-A:3.

#### Minutes

1. Minutes of all meetings shall be open to public inspection within five business days of the public meeting in accordance with RSA 91-A:2 II, as amended.

**Effective Date:** April 21, 2022

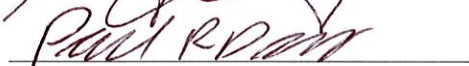
**Date Signed:** April 21, 2022

#### Town of Boscawen Select Board

Lorrie J. Carey, Chair



Paul R. Dickey, Member



Matthew T. Burdick, Member

