

Town of Boscawen SELECT BOARD Rules of Procedure

General Procedures

Applicability

- These Rules of Procedure are applicable to the Town of Boscawen Select Board.
- These Rules of Procedure are enacted or amended by the majority affirmative vote during a regular Board meeting.
- These Rules of Procedure are adopted under the authority of New Hampshire Revised Statutes Annotated, Chapter 91-A:2, as amended.

Officers

- 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

- **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 term, unless otherwise prescribed by law.
- **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 public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body subject to the provisions of this paragraph.
 - (a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.
 - (b) Except in an emergency, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. An "emergency" means that immediate action is imperative, and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the Chair or presiding officer of

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the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating. No meeting shall be conducted by electronic mail or any other form of communication that does not permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the meeting location specified in the meeting notice.

(d) Any meeting held pursuant to the terms of this paragraph shall comply with all of the requirements of this chapter relating to public meetings, and shall not circumvent the spirit and purpose of this chapter as expressed in RSA 91-A:1.

(e) A member participating in a meeting by the means described in this paragraph is deemed to be present at the meeting for purposes of voting. All votes taken during such a meeting shall be by roll call vote.

- If a quorum ceases to exist, the Chair or presiding member shall adjourn the meeting immediately.
- 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 or presiding member shall recess the meeting until the member returns.
- If a member disqualifies themselves, the Chair or presiding member must immediately determine if there is a quorum in order to continue the meeting.
- Members who vote to abstain are still counted for purposes of a quorum (Merrimack v. McCray 150 NH 811) (2004).

Regular Meetings

- A regular meeting is held during the work week, at a time and location appropriate to conduct business and discharge responsibilities.
- A regular meeting shall be established, and member attendance is expected except in extenuating circumstances. In such cases, the member who will be absent is expected to inform the Chair and Town Administrator.

Special Meetings

- 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.
- The Chair shall have authority to set or cancel special meetings.

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Public Participation in Meetings

- Appointments to speak on a specific topic may be made for a regular meeting by contacting the Town Administrator. The Chair has the discretion to schedule a different date and time.
- 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.
- Each person is allowed up to three minutes to speak and must speak clearly into the microphone.
- 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.

Nonpublic Session

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


Minutes

- 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: March 28, 2024

Date Signed: March 28, 2024


Town of Boscawen Select Board



Lorrie J. Carey, Chairwoman



Bill R. Bevan, Member



Matthew T. Burdick, Member