

RULES OF PROCEDURE FOR SELECT BOARD TOWN OF ALSTEAD

1. MEETINGS

- a. Regularly scheduled meetings of the Town of Alstead Select Board shall be held every Tuesday at the Town Offices 15 Mechanic Street, Alstead, NH, unless the Select Board meeting is scheduled for another location and is properly posted. Meetings begin at 6:00 p.m., unless otherwise posted.
- b. All meetings of the Town of Alstead Select Board and Committees thereof shall be open to the public as provided for by RSA 91-A.
- c. A quorum shall consist of a majority of the entire Board. If a quorum of the members of the Select Board is not present at a meeting, the only action that may be considered by the Select Board is a motion to recess or adjourn the meeting.
- d. Emergency Operations - During a crisis (such as a pandemic) the Select Board may, with an Emergency Order from the Governor, hold Select Board meetings remotely. The Select Board must provide notice to the public of the means of communication (e.g., telephone, video, electronic, etc.) by which the meeting will be held; (2) ensuring that members of the public can call-in or otherwise hear the meeting, so that the meeting is "open to the public"; and (3) ensuring that members of the body can speak and be heard by other members of the body, and members of the public can hear all participants in the meeting; and (4) taking all votes via roll vote.
- e. Any Board Member may place a matter on the agenda by contacting the Office Administrator by 10:00 a.m. on the Monday prior to the meeting. A copy of the agenda and supporting materials shall be prepared for all Select Board Members by the Monday afternoon preceding a scheduled meeting of the Select Board. The Select Board may reserve time on the agenda for presentations to the Select Board by private individuals or organizations as he or she may deem appropriate and limit the length of time for the presentation.
- f. The Office Administrator shall take minutes and perform other duties as may be required by the Select Board.
- g. The business of all meetings of the Select Board shall be transacted as follows; provided, that the Chair may, with the consent of the Board, rearrange items on the agenda to conduct the business before the Select Board more expeditiously:
 - ◆ PLEDGE OF ALLEGIANCE ◆ CALL TO ORDER ◆GUESTS ◆ACTION ITEMS
 - ◆DISCUSSION ◆REVIEW OF MINUTES ◆INFORMATIONAL ◆OTHER ITEMS
 - ◆ADJOURNMENT
- h. When citizen complaints or suggestions are brought before the Select Board, other than for items already on an agenda, the Chair shall first determine whether the issue is legislative or administrative in nature and then:
 - (1) If legislative and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Select Board finds such complaint suggests a change to an ordinance or resolution of the Town, the Select Board may refer the matter to a committee for study and recommendation.
 - (2) If administrative, and a complaint regarding staff performance, administrative execution, or interpretation of legislative policy, or administrative policy within the authority of the Select Board, the Chair should then request a non-public session for review and response to the citizen.

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2. DUTIES AND PRIVILEGES OF MEMBERS

- a. Annually, at the first meeting of the Select Board after Town elections, the members shall choose a Chair and a Vice Chair.
- b. The Select Board shall appoint Board Members or alternates to the committees on which a Select Board Member sits as an official ex officio (voting) member and alternate ex officio member and those on which the Select Board Members sit as a liaison (nonvoting).
- c. The Chair of the Select Board shall preside at all meetings of the Select Board and be recognized as the head of the Town for all ceremonial purposes.
- d. The Chair of the Select Board has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice Chair shall act as Chair during the continuance of the absence.
- e. In the case of illness, injury or emergency, a Select Board member may participate by telephone as long as the absent member can hear everything that is occurring at the meeting and everyone present at the meeting can hear the Board member. The Select Board member must state who else is in the room with them. All votes must be by roll call vote.
- f. E-mail communications among a quorum of Select Board members may be used only for the following purposes: (1) Scheduling and routine administrative matters; and (2) Distributing documents that will be discussed at an upcoming meeting, or otherwise made public.
- g. The Chair shall preserve order and decorum, may participate in the discussion of any issue before the Select Board, may submit reports and legislation to the Select Board for its consideration, may speak to points of order in preference to other Select Board Members, and shall decide all questions of order or procedure, subject to appeal to the full Select Board.
- h. Comment and debate shall be confined to the subject matter of the question.
- i. No Board Member shall be interrupted while speaking except for a point of order.
- j. Any Board Member shall have the right to express dissent from or protest against any policy or resolution of the Select Board.
- k. After the Select Board has taken a position on an issue, official correspondence should reflect this position.
- l. When Select Board members are requested to speak to groups or are asked the Board's position on an issue, the response should reflect the position of the Board as a whole. A Select Board Member may clarify their vote on a matter by stating, "While I voted against X, the Select Board voted in support of it." When representing the Town at meetings or other venues, it is important that those in attendance gain an understanding of the Select Board's position as well as that of an individual member.
- m. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice vote.
- n. Secret ballot votes by Boards, Committees, and Commissions are illegal in New Hampshire.
- o. The Select Board shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Select Board expects to be treated the same.

3. The Select Board in regards to the Town's Staff shall:

- a. Recognize the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- b. Treat all staff as professionals and respect the abilities and integrity of each individual.
- c. Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled by the Select Board or under RSA 91-A in a nonpublic session.

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- d. Not give orders to any such officers or employees either publicly or privately except as a Board at a meeting.
- e. Direct all questions, concerns and requests from the staff to the Office Administrator.
- f. Not act individually but only as a Board. For example, all directives or requests to the Office Administrator must come from the Board, not from any individual member, except that an individual Select Board member may make reasonable requests for information to the Office Administrator.

4. The individual members of the Select Board:

- a. Do not, cannot, and shall not bind the Select Board or the Town.
- b. Shall not conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
- c. Shall, pursuant to RSA 91-A, abide by the laws governing privacy, confidentiality and sealed non-public sessions and shall not release or discuss items raised in a sealed non-public session.
- d. Shall refrain from communicating the position of the town or the Select Board to other entities (i.e. state and federal officials) unless the full Board has previously agreed on both the position and the language of the statement.
- e. Shall treat with respect the rights of all members of the Board despite differences of opinion.
- f. As required by State law, all business of the town shall be handled in a public meeting, with the exception of matters listed under RSA 91-A.
- g. No substantive discussion is permitted between Board members and staff outside of a public meeting.
- h. All actions taken under RSA 91-A are to be, if appropriate, disclosed before the close of the regular Select Board meeting in a brief statement of the facts.
- i. Punishment for any violation of this code of conduct shall include but is not be limited to, removal from committee assignments or the Select Board. Punishments shall be handled by state law (RSA 42:1-a).

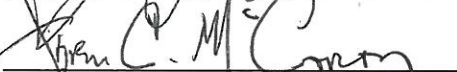
Alstead Select Board



Mary Ann Wolf, Chair



Joseph Levesque, Vice Chair



Joel McCarty

May 4, 2021