

RULES OF PROCEDURE FOR SELECTMEN TOWN OF ACWORTH

I. Purpose

Pursuant to NH RSA 41:8-15, RSA 91-A, and other applicable statutes, the Acworth Select Board adopts the following Rules of Procedure.

II. Responsibilities and Authority of the Board

The Select Board is the executive, managerial, and administrative body that carries out the votes of Town Meeting. It has only the authority granted to it by state law or by Town Meeting. In addition to specifically assigned roles and powers, the Board has the broad duty to, "manage the prudential affairs of the Town" (RSA 41:8).

Most of this work is carried out through simple majority votes of the board. These actions are documented in meeting minutes or authenticated by members' signatures. Specific duties include and are not limited to:

- Annual budget development
- Highway regulation
- Welfare oversight
- Management of Town properties
- Financial accounting and safeguarding
- Oversight of local, state and federal elections
- Zoning and other Ordinance enforcement
- Oversight of assessing and taxation
- Boundary perambulation

III. Responsibilities of Members

Members shall make every effort to attend each meeting, having prepared and read materials in advance. Members are expected to be fully aware of, and compliant with, NH RSA 91-A regarding the public conduct of Town business. Members shall not release or discuss information raised in non-public session.

The Board may only take action by majority vote during a meeting legally in session. Individual members may take no action or decision, nor speak on behalf of the Board, without the specific authority of the full Board. Members shall treat each other as professionals, with respect and courtesy. They shall respect the rights and opinions of everyone. Members shall treat employees as professionals, with respect and courtesy. They should expect to be treated the same.

IV. Meetings

Regular Meetings are held the first, third and fifth Mondays, in accordance with the typical agenda contained herein.

Non-Public Sessions, pursuant to RSA 91-A:3, may be held at the call of the Chair or at the demand of any two members and are usually scheduled at the beginning or end of regular meetings.

Emergency Meetings, pursuant to RSA 91-A:2 III (b), may be held at the call of the Chair in a situation where immediate action is deemed to be imperative.

All members shall be notified of any meeting of a quorum of the board as soon as is practical.

V. Agendas

Agendas for meetings are distributed to the email list, and posted on the web site, not less than 24 hours prior to the meeting. The agenda will be prepared and posted by the Administrative Assistant, and may be changed by the Chair or by vote of the Board at the meeting. Agenda items and supporting documents may be submitted by Board members or the public. The deadline for submitting is close of business, four days prior to the meeting. Agendas include and are not limited to:

RULES OF PROCEDURE FOR SELECTMEN TOWN OF ACWORTH

- Current critical issues
- Minutes
- Bill manifest
- Payroll manifest
- Highway report
- Public input
- Action items
- Discussion

VI. Conduct of Meetings

Meetings shall be in accordance with the generally accepted practices of order and decorum. The Chair shall preside over all meetings and set the terms of fair and efficient debate, subject to the final authority of the majority of the Board. The Chair may limit discussion to the motion or topic on the table; limit time for each visitor to speak; call for recess; and decide procedural matters.

Visitors may be permitted to address the Board on any topic properly on the agenda. No person shall address the meeting without consent of the Chair, and all visitors shall address the Board through the Chair. Visitors wishing to address the Board will be asked to state their name, place of residence, and purpose for addressing the Board.

Minutes of meetings will be prepared and made available by the Administrative Assistant, pursuant to NH RSA 91-A and will be amended or corrected as needed at the subsequent meeting.

VII. Officers

At its first meeting following swearing in of new members following Town Meeting, the Board shall elect a Chairperson and Vice Chair. Election will be by majority of members present. Role and duties of the Chairperson include and are not limited to:


- Call to order, and preside at, all meetings, providing all members the ability to contribute, expediting business of the Board, and ensuring compliance with the law and the observance of order and decorum;
- Receive and send routine correspondence on behalf of the Board;
- Authenticate, by his/her signature, when necessary, all acts, orders, and proceedings of the Board;
- In the absence of the Chairperson, the Vice Chair shall preside and assume all duties of the Chairperson.


VIII. Committees

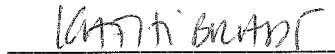
Ex-Officio appointments

At its first meeting following swearing in of new members following Town Meeting, the Chairperson will appoint ex-officio members to the Planning Board, Budget Committee, Conservation Commission and any other boards or committees as needed.

ACWORTH SELECTMEN


_____ James Jennison, Chair


_____ Ray Leonard, Vice Chair


_____ Kathi Bradt