

**TOWN OF MOULTONBOROUGH  
BOARD OF SELECTMEN RULES OF PROCEDURE**

**POLICY NO. 33**

**SECTION 1: GENERAL INFORMATION**

These rules of procedures describe the duties and methods of the Moultonborough Board of Selectmen. The Board of Selectmen consists of five equal members who shall operate by majority vote to serve as the governing body of the town, manage the prudential affairs of the town, and to perform the duties prescribed by law in accordance with the Right-to-Know Law (RSA 91-A).

**SECTION 2: ORGANIZATION**

A chairperson and Vice Chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the annual Town Meeting. Election shall be by a majority vote of those present.

The Board shall, by majority vote, elect from its membership (or appoint designees, as appropriate) the following Board and Committee members and liaisons to Town Departments:

- \*Planning Board Ex-Officio Full Member
- \*Planning Board Ex-Officio Alternate Member
- \*Capital Improvements program Committee Ex-Officio
- \*Advisory Budget Committee Ex-Officio
- \*Heritage Commission Ex-Officio
- \*Master Plan Steering Committee Ex-Officio
- \*IMA ambulance Committee
- \*Joint School Board & Select Board Sub-Committee
- \*E911 Committee
- \*Public Safety Liaison (Police, Fire & Emergency Management)
- \*Public Works Liaison (Highway, Facilities & Grounds, Cemetery, Transfer Station)
- \*Administration & Finance Liaison (Tax Collector, Town Clerk, Finance & Personnel)
- \*Community Services Liaison (Recreation, Library, Human Services, Lakes Region VNS)
- \*Development Services Liaison (Planning & Code Enforcement)
- \*Ad-Hoc Representatives (as may be deemed necessary by the Board)

Liaisons and ex-officio members have a responsibility to keep the rest of the Board of Selectmen informed on important events and news related to the other boards they serve and to keep those other boards informed of the collective thoughts of the Board of Selectmen.

Unless specifically discussed at a Board of Selectmen's meeting, where the liaisons and ex-officio members have been instructed to represent a formal position of the Board of Selectmen, votes of liaisons and ex-officio members represent the opinions of the individual, not the opinion of the Board of Selectmen as a whole.

The Chair and all liaisons serve in these positions at the pleasure of the Board and a majority of the Board may, for cause and at any regularly scheduled meeting, remove a member from their position as a liaison, ex-officio representative or officer of the Board.

## SECTION 3: DUTIES OF SELECTMEN

### A. CHAIR:

The Chair shall conduct all Board meetings and shall have the responsibility to:

1. Review meeting agendas as drafted by the Town Administrator;
2. Ensure that informal parliamentary procedures are followed, subject to overrule by a majority of the Board;
3. Maintain orderly Board meetings by placing limits on the length of time and the content of input provided by meeting participants and requesting the voluntary (or involuntary removal by a Police Officer) of persons who disrupt Board meetings;
4. Authenticate by his/her signature, when necessary, all acts, orders and proceedings as authorized by a majority vote of the Board;
5. Accept public input on any matter before the Board, but only after each member of the Board, who so desires has spoken to the matter;
6. Call for special or emergency meetings;
7. Represent the Town at ceremonial events;
8. Serve as the Board spokesperson by presenting the official viewpoint of the Board of Selectmen to the media, citizens, government agencies, civic groups, and other and, along with the Town Administrator, serve as the point of contact with Town Counsel.

In the absence of the Chair, the Vice Chair shall assume all duties and responsibilities of the Chair. In the absence of both the Chair and the vice Chair, the senior most member of the remaining Selectmen shall assume those duties. (The Chair may also delegate any of these duties to other Selectmen as may be deemed necessary.)

These guidelines are not intended to prevent other Selectmen from attending ceremonial events or expressing their personal opinions when speaking on their own behalf.

### B. MEMBERS

All members of the Board of Selectmen shall have the following responsibilities;

1. Members shall make every effort to attend each scheduled meeting;
2. Members shall make every effort to read the packet information and come prepared to discuss agenda items;
3. Members shall make no decisions on behalf of the Town or take any action as a Town Official except upon majority vote of the Board or as allowed by law;
4. Members shall follow commonly accepted rules of courtesy, including using a civil tone and language, only person speaking at a time, and waiting to be acknowledged by the Chair before speaking;
5. Members shall vote upon a clearly stated motion and a second whenever the Board members wish to go on record as having made a decision on behalf of the town. (In some instances the Board may wish to convey its opinion or consent by a simple consensus process);

6. Members shall, when so instructed or upon a formal vote of the Board, convey the instructions and vote to others as the official position of the Board.

#### SECTION 4: MEETINGS

1. The Town Administrator or any member of the Board of Selectmen may place a matter upon the agenda.
2. The agenda will typically adhere to the following format:
  - I. Call to Order
  - II. Pledge of Allegiance
  - III. Review/Approval Minutes
  - IV. Public Hearing(s) & Action
  - V. New Business
    1. Consent & Signature File
    2. Presentations
    3. Review for Action Items
  - VI. Old Business
  - VII. Other Business
  - VIII. Correspondence
  - IX. Citizen Input
  - X. Possible Non-Public Session
  - XI. Adjournment
3. Persons wishing to place an item on the agenda must notify the town Administrator or his/her designee before the agenda-setting deadline, which is 4 p.m. on the preceding Friday.
4. A member of the public wishing to ask questions or make a comment during Citizen Input shall raise his/her hand, wait to be recognized by the Chair, will come to the podium and speak into the microphone, state his/her name for record keeping purposes, and then proceed with the question or comment which will be brief and pertain only to Town business. The Chair may exercise an option to limit debate from the audience during Citizen Input and to not exceed fifteen minutes, subject to overrule by a majority of the Board.
5. Objective criticism of Town operations and programs are encouraged, but spontaneous complaints directed at staff or volunteers or a discussion of other personnel matters shall not be allowed in public except in accordance with statute. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being criticized, and in their presence if they so desire per NH RSA 91-A:3 II (c).

#### SECTION 5: COMPENSATION

As established in the budget process for FY 2014, members shall receive a stipend of Four Thousand Dollars (\$4,000.00) per year and the Chairperson Four Thousand Five Hundred Dollars (\$4,500.00) shall receive a stipend of per year. Members shall be paid one quarter (or the pro-rata portion in the case of departing or newly elected members) of their yearly stipend in the month following the end of each

financial quarter (i.e. April, July, October and January). Amendments to the amount of the yearly stipend can only be made at budget setting time and can only take effect upon budget approval at Town Meeting.

SECTION 6: AMENDING RULES OF PROCEDURE

An amendment to these Rules or Procedure may be moved at a Board meeting, but shall not be voted on until the next regularly scheduled meeting.

SECTION 7: EFFECTIVE DATE

These Rules or Procedure shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Effective as of June 5, 2014.

Jonathan T. Tolman, Chairman  
Joel R. Mudgett, Selectman  
Paul T. Punturieri, Selectman  
Christopher P. Shipp, Selectman  
Russell C. Wakefield, Selectman  
BOARD OF SELECTMEN

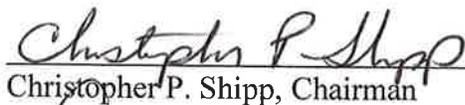
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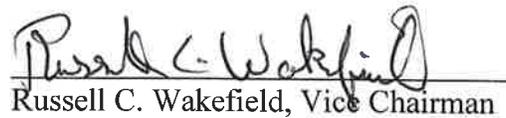
Reviewed and Amended on March 19, 2015

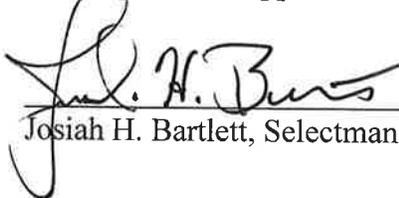
Christopher P. Shipp, Chairman  
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BOARD OF SELECTMEN

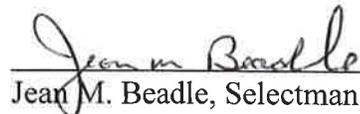
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Reviewed and Amended on April 7, 2016

  
Christopher P. Shipp, Chairman

  
Russell C. Wakefield, Vice Chairman

  
Josiah H. Bartlett, Selectman

  
Jean M. Beadle, Selectman

  
Paul T. Punturieri  
BOARD OF SELECTMEN