

TOWN OF KINGSTON, N. H.

PO Box 716, 163 MAIN STREET
KINGSTON, NEW HAMPSHIRE 03848-0716

Kingston Board of Selectmen Rules of Procedure

SECTION I: PURPOSE

These rules of procedure describe the duties and methods of operation of the Kingston Board of Selectmen.

It is the intent of the Board of Selectmen to adopt rules, procedures and policies for the orderly and efficient conduct of meetings and to allow for proper public participation.

SECTION II: ORGANIZATION

A. Responsibilities of Members:

1. All members shall make every effort to attend each scheduled meeting.
2. Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound by any action or statement of any individual Board member, except when such statement or action is pursuant to a decision of the Board.

B. Officers:

1. ELECTION – 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 majority vote of those present.
2. DUTIES – The Chairperson shall preside at all meetings of the Board and perform all duties required by law. In the absence of the Chairperson, the Vice-Chairperson shall preside and assume all duties and responsibilities of the Chair. The Chairperson or Vice Chairperson may offer a motion, or second a motion and participate in any Board discussion and vote.
3. COMMITTEES, OTHER - Members of the Board may be delegated, by vote, to serve on committees or boards, investigate Town matters, or perform other duties.

SECTION III: OPERATION

A. Meetings:

1. ORGANIZATIONAL MEETING – An organization meeting to elect officers shall be held in accordance with Section II, B, 1. The Board may adopt the previous Board's policies and procedures, subject to amendment as provided in these Rules of Procedure. The Board shall establish a schedule for meetings for the upcoming year.
2. REGULAR MEETING – A more formalized meeting of the Board generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORKSHOP MEETING – A less formalized meeting of the Board generally conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.
4. NON-PUBLIC MEETINGS – A meeting of the Board held in accordance with NH RSA 91-A:3.
5. SPECIAL MEETING – May be called by the Chairperson upon the request of a majority of members; the Selectmen's Administrator shall notify each member and the public in accordance with NH RSA 91-A:2, II.

B. Schedule of Meetings:

The Board shall meet routinely as posted. Each meeting shall be posted in accordance with NH RSA 91-A.

Appointments to Boards and Commissions:

1. The Chair shall request from members their choices of committees, boards and commissions they wish to serve on as Selectmen's Representative. Appointments shall be made by vote at the reorganizational meeting each year.
2. The term of all appointments of Selectmen Representatives, including the terms of any ex-officio members (voting members) of the Board of Selectmen serving on local land use boards (i.e., Planning Board, Conservation Commission, and Historic District Commission) shall be for one (1) year, or until next Town Meeting, whichever comes first.
3. Selectmen Representatives shall report regularly on activity of the committee(s) they attend.

C. Review of Audit Reports:

The Board shall review the annual financial report submitted by the auditor as soon as the report is available and take any action related thereto.

SECTION IV: RULES OF ORDER**A. Quorum:**

A legal quorum is necessary to conduct a Board of Selectmen's meeting. A legal quorum is three (3) of the five (5) Board members. The Board of Selectmen agrees that to approve a question a majority is necessary. A majority is a majority of those present and voting upon an issue.

B. Agenda:

The agenda of topics to be covered in a scheduled meeting shall be published as the meeting notice and included in the minutes of the meeting. Selectmen or citizens wishing to place an item on the agenda shall contact the Selectmen's Administrator. A sample agenda is attached.

C. Conduct of Meetings:

1. Role of Chairperson: The Chair shall preside over all Board meetings. His/her duties include, but are not limited to, opening the meeting, announcing business before the Board, recognizing members of the Board or public who are entitled to the floor, and enforcing the observance of order and decorum at all meetings. The Chair shall sign official documents as directed by the majority of the Board.
2. Orderly Conduct of Meetings: Selectmen, members of the general public and Town employees shall confine their remarks to the merits of pending questions and shall not engage in personal attacks. Roberts Rules of Order shall be consulted on points of order or other questions of proper conduct which may arise.

3. Public Participation at Board Meetings: Public participation is to be guided by the Town of Kingston's Public Participation at Board Meetings Policy, and is conducted by the Chair.
4. Decision Making: A main motion shall be discussed or acted upon only after it has been moved and seconded. All non-unanimous votes shall require a record of the vote of each member.

SECTION V: AMENDMENT PROCEDURE

- A. An amendment to these Rules of Procedure may be moved and voted at a regularly scheduled Board meeting.

