



TOWN OF JACKSON

OFFICE OF THE SELECTMEN

TOWN OF JACKSON BOARD OF SELECTMEN RULES OF PROCEDURE

GENERAL INFORMATION

These rules of procedure describe the duties and methods of the Town of Jackson Board of Selectmen. The Board of Selectmen consists of three 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).

SELECT BOARD MEETING LOCATION

Regular meetings of the Town of Jackson Select Board shall be held at the Jackson Town Offices, 54 Main Street, Jackson, NH, unless the Select Board adjourns to another location or the meeting is scheduled for another location and is properly noticed.

SELECT BOARD MEETING TIME

Meetings of the Town of Jackson Select Board shall be held on the second and fourth Tuesdays of every month and begin at 3:30 p.m., unless otherwise noticed, or continued to a specific time and date.

SELECT BOARD MEETINGS OPEN TO THE PUBLIC

All meetings of the Town of Jackson Select Board and Committees thereof shall be open to the public, except as provided for by RSA 91-A. The Selectmen recognize Roberts Rules of Order as a general guideline for holding meetings that operate in an efficient and effective manner.

ELECTION

A 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.

DUTIES OF THE SELECTMEN

CHAIRMAN

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

1. Review and give final approval to meeting agendas as drafted by the Town Administrator;
2. 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;
3. Authenticate by his/her signature, when necessary, all acts, orders and proceedings as authorized by a majority vote of the Board;



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4. Call for special or emergency meetings;
5. Represent the Town at ceremonial events;
6. 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 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.

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 one 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.

MEETINGS

The agenda will typically adhere to the following format:

1. Call to Order
2. Review/Approval Minutes
3. Action Items
4. Building Permits
5. New Business
6. Old Business



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7. Public Comment
8. Non-Public Session
9. Adjournment

PUBLIC COMMENT

1. 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 Wednesday.
2. A member of the public wishing to ask questions or make a comment during Public Comment shall wait to be recognized by the Chair, state his/her name for record keeping purposes, and then proceed with the question or comment. Each citizen's input will be limited to approximately (2) minutes and pertain only to Town business. The Public Comment portion of the meeting shall not exceed fifteen (15) minutes subject to overrule by a majority of the Board.
3. Objective criticism of Town operations and programs are encouraged, but spontaneous complaints directed at employees 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).
4. Public comment must not interfere with the business of the meeting.
5. The Board of Selectmen reserves the right to not respond to public comment, or engage in a question and answer exchange.
6. The Board of Selectmen reserves the right to take no action on public complaints and suggestions.

PUBLIC HEARINGS

There is one important difference between a public meeting and a public hearing. At a public meeting, the board holding the meeting is there to conduct its own business and usually is not required to accept public comment. On the other hand, the purpose of holding a public hearing is for the government to obtain public testimony or comment on a particular matter.

The hearing will typically adhere to the following format:

1. At the outset of each public hearing the Presiding Officer will announce the purpose of the public hearing and ask the parties wanting to speak to limit their presentations to information within the scope of the matter before the Select Board.
2. Each speaker, for or against the matter before the Select Board for public hearing, shall identify himself or herself by name for recording purposes. Each speaker shall be limited to approximately three (3) minutes. The Presiding Officer has a right to forbid repetition



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among speakers and to require the speakers to speak to the matter. When everyone wanting to speak has had one opportunity to speak, the Presiding Officer shall call for anyone wanting to speak for a second time. Second time speakers shall be limited to the time allowed by the Presiding Officer, or as established by a majority vote of the Select Board Members.

3. Once all Town residents wanting to speak for a second time have spoken, the Presiding Officer shall call for any non-residents wanting to speak. These speakers shall be limited to approximately three minutes.
4. During the hearing any Board Member shall be permitted to ask the speaker questions provided all questions are relevant to the matter before the Select Board for Public Hearing. The Presiding Officer shall retain the right to determine the relevancy of any question.
5. The Presiding Officer closes the public hearing.
6. The Presiding Officer shall then inquire if there is a motion by any Board Member. If a motion is made, it shall be in the form of an affirmative motion. Following the motion and its second, discussion occurs among the Board Members. The Presiding officer may call on an individual Board Member in the discussion. The Board may also delay a decision until a future meeting.

CONDUCT WITH OTHER SELECT BOARD MEMBERS AND STAFF

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.

The Select Board, when dealing with the Town Administrator and Town Staff, shall:

1. Recognize the administrative chain of command and refuse to act on complaints as individual outside the administration.
2. Treat all staff as professionals and respect the abilities and integrity of each individual.
3. Never as individuals publicly criticize an employee. Concerns of employee performance shall be handled with the Selectmen and Department Head or under RSA 91-A at the Board level, usually in nonpublic session.
4. Limit the request for staff support and insure that all requests go through the Town Administrator's Office.
5. Not act individually but only as a Board. For example, all directives to the Town 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 Town Administrator. In such case, any information shall also be provided to the entire Select Board.

The individual members of the Select Board:

1. Do not, cannot, and shall not bind the Select Board or the Town.



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2. Shall not conduct any town business outside a regular scheduled meeting without the prior knowledge and approval of the Board at a meeting.
3. Shall, pursuant to RSA 91-A abide by the laws governing privacy, confidentiality and non-public sessions and shall not release or discuss items raised in non-public session.
4. 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.
5. Shall treat with respect the rights of all members of the Board despite differences of opinion

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 8/13/19

John Allen, Chairman

Robert Thompson, Selectman

Barbara Campbell, Selectman

BOARD OF SELECTMEN