



**Select Board
TOWN OF SUTTON, NEW HAMPSHIRE
RULES OF PROCEDURE**

The Select Board of the Town of Sutton, New Hampshire adopts the following Rules of Procedure:

Article 1 - Title; Adoption; Amendment

- 1.1 These rules may be cited as the Sutton Select Board Rules of Procedure. These rules have been adopted to provide guidance, organization and consistency for present and future board members, as well as to facilitate openness of meetings for the public. They are not, however, intended to create rights in third parties in the event of variance from these rules.
- 1.2 These rules shall be adopted following a public hearing by the Select Board. The hearing shall be noticed by a legal notice posted not less than seven (7) days prior to the hearing and said notice shall contain a summary of the provisions herein, together with the notation that the full text is available upon request.
- 1.3 The rules shall be effective upon adoption by a majority of the Board and when they have been signed by a majority of the Board and filed with the office of the Town Clerk
- 1.4 These rules may be amended in the same manner as the initial adoption.
- 1.5 The Select Board may waive these rules of procedure contained herein when the Board deems it appropriate.

Article 2 - Membership; Terms of Office, Officers, Vacancies

- 2.1 Pursuant to RSA 41:8, the Select Board shall consist of three (3) members.
- 2.2 Terms of the office shall run in accordance with RSA 41:8.
- 2.3 The Select Board shall elect the Board Chair annually at their first meeting after the Annual Meeting.
- 2.4 The Select Board shall appoint annually a Board member or other individual to serve as the Select Board's ex-officio member on the Planning Board.

- 2.5 Pursuant to RSA 32:15(b), the Select Board shall designate a Board member to serve as a member of the Budget Committee at the first regular meeting following the Annual Meeting of the Town, provided all members of the Board have been sworn into office. If the designated Board member is unable to attend a meeting of the Budget Committee any other Board member may serve as a member of the Budget Committee for that meeting.
- 2.6 The ex-officio representative to the Planning Board shall be elected for one-year terms at the first regular meeting following the Annual Meeting of the Town, provided all members of the Board have been sworn into office.
- 2.7 The Select Board shall form standing or ad-hoc committees to facilitate conducting the business of the town based on its assessment of the need for any such committee.
- 2.8 Vacancies in the membership of the Select Board shall be filled by appointment by the remaining members to a term which expires at the next Annual Town Meeting.

Article 3 - Duties of Officers; Minutes

- 3.1 The Board Chair shall preside over all meetings and shall be responsible for the conduct and decorum of the meeting. The Board Chair shall have the responsibility to ensure that all parties receive a full and fair hearing before the Board and enforcement of the rules herein and applicable state laws.
- 3.2 Minutes of the Board meetings shall be kept in accordance with the provisions of RSA 91-A. Minutes will contain the names of members present, other people participating in the meeting, a brief summary of the subject matter discussed, and any final decisions reached or action taken. The minutes will indicate the names of participating members of the public. Minutes shall be considered a summary of events and business transacted once adopted by the Board with any corrections noted. Once adopted by the Board, approved minutes shall be posted on the Town's web site.
- 3.3 All new members of the Select Board are required to complete the NHMA Good Governance training course and all members of the Select Board are required to take that course as a refresher every three years. Select Board members are encouraged to attend additional trainings and conferences offered by NHMA to support their understanding of their duties and responsibilities.

Article 4 - Meeting, Special Meetings, Place; Hours

- 4.1 The Board regularly holds meetings on Monday evenings, except when a regular meeting date falls on a Town holiday in which case the meeting will be held on

- the Tuesday following the Town holiday. The Board may set other dates by majority vote.
- 4.2 Special meetings of the Board shall be held at the call of the Board Chair or written request of a majority of the Board members.
 - 4.3 Regular or special meetings of the Board may be recessed to a time and place certain as a continuation of said meeting without further notice.
 - 4.4 All meetings of the Board shall be held at the Town Hall unless the Board shall vote to meet at some different place for a particular meeting or series of meetings.
 - 4.5 Regular meetings of the Board shall commence at 6:00 p.m. unless the Board shall vote to fix some different meeting time for a particular meeting.

Article 5 - Quorums; Voting; Conduct of Meetings

- 5.1 A quorum of two (2) members shall be required to conduct business. In accordance with the provisions of RSA 91-A:2 III, participation by members of the Board by electronic or other means of communication is authorized.
- 5.2 An affirmative vote of a majority of members voting on a question shall be sufficient for adoption of the question. Members of the Board present (in accordance the provisions of with Section 5.1 including those participating by electronic or other means of communication) shall be counted to determine whether a quorum is present if they abstain from voting affirmatively or negatively. Persons abstaining shall not be considered “members voting” in determining whether a question has been adopted.
- 5.3 When a vote on a question is evenly divided, the question shall be deemed to have been defeated.
- 5.4 A motion to reconsider a previous vote by the Board may be made by any Board member in the case of a vote of a quorum of the Board that is evenly divided. Other than with respect to previous vote that resulted in a tie, a motion to reconsider shall be in order only if made by member who voted with the prevailing side.
- 5.5 Non-public session will be conducted pursuant to RSA 91-A:3II and pursuant to a motion properly made and seconded. The motion will state the specific exemption in RSA 91-A:3,II that is relied upon as the purpose for the nonpublic session. All discussions and decisions made during the session will be confined to matters set out in the motion. The vote on the motion will be by roll call with a simple majority required. A vote to seal the non-public meeting minutes based on statutory conditions will be made in public session.

- 5.6 The Board will generally conduct the meeting according to the following Order of Business:
- a. Call to Order
 - b. Pledge of Allegiance
 - c. Appointments
 - d. Adoption of previous meeting minutes
 - e. Manifests
 - f. Intents
 - g. Building Permits
 - h. New Business
 - i. Old Business
 - j. Review of Correspondence
 - k. New Hampshire Municipal Association Legislative Bulletin
 - l. Public Input
 - m. Select Board Comments
 - n. Adjournment
- 5.7 The Board Chair, may with the agreement of other Board members in attendance, modify the order of agenda items to accommodate a person with an appointment with the Board or when large numbers of the public are in attendance with respect to a particular issue before the Board.
- 5.8 The Board Chair shall enforce such order and decorum as may be necessary for the sufficient conduct of the Board's business, guided by a desire to maximize public input on matters before the Board.
- 5.9 The Board Chair shall establish such rules of parliamentary procedure as are necessary, subject to the provision that the Board Chair may be overruled by a majority vote of the Board. The goals of the parliamentary procedure established by the Chair shall be directed toward conducting all Select Board meetings with fairness and efficiency.

Article 6 – Site-walks

- 6.1 A site-walk is defined as a visit by the Board or member of the Board to a location which is the subject of business before the Board, where the visit is in the company of the owner or their agent or employees and involves going onto the property or visiting areas which are not customarily available for public inspection. **(This does not include a view of a site from adjoining public highways or other observations that can be made without entering the property).**
- 6.2 When the Board deems it necessary for the adequate consideration of a matter, the Board shall request the property owner to allow a site-walk by the Board.

- 6.3 When the Select Board schedules a site-walk for the majority of the Board's membership, it shall be posted as a meeting in accordance with RSA 91-A.
- 6.4 The Board shall ask the property owner where it deems a site-walk is advisable as to whether members of the public at large may accompany Board members. While the Board shall have the authority to conduct site-walks where general public permission is not granted, such refusal may constitute grounds for the Board to decline to conduct a site-walk.
- 6.5 The practice of a property owner directly calling a member to invite that member to visit a property without prior Board notice shall be discouraged as an inappropriate course of conduct.
- 6.6 When the Board meets to consider an issue the Board and/or individual members of the Board shall disclose whether they have conducted a site-walk on the location under consideration.
- 6.7 Minutes of site-walks shall be kept only if there is a quorum of the Board conducting the site-walk. Minutes shall be in accordance with Article 3.4.

Article 7 – Joint Meetings with other Boards of the Town

- 7.1 Joint meetings of the Select Board and the Budget Committee shall be presided over by the Budget Committee Chair unless a majority of the Budget Committee in attendance votes for the Select Board Chair to preside over the joint meeting. Joint meetings of the Select Board and other Boards or Commissions of the Town shall be presided over by the Board Chair of the Select Board.
- 7.2 A quorum of the membership of each Board shall be required in order to conduct a joint meeting.
- 7.3 The Secretary and/or Recording Secretary of any Board or Commission participating in a Joint Meeting or a member of staff shall be appointed at the commencement of any joint meeting to prepare joint minutes of all joint meetings . Minutes of a joint meeting shall not be considered the official minutes of a joint meeting until they have been adopted by a vote of all the participating boards or committees.

Article 8 – Public Hearings

- 8.1 The Board shall follow the provisions for holding all public hearings required by New Hampshire State Statute or Town Ordinance.

Article 9 – Standards of Conduct

- 9.1 The primary obligation of Select Board members is to serve the public interest, and to conduct himself/herself so as to maintain public confidence in the Select Board and the conduct of its business.
- 9.2 Members shall not directly or indirectly solicit, accept, or receive any gift (s) (whether in money, services, loans, travel, entertainment, hospitality, premises or in some other form), under circumstances in which it could be reasonably inferred that the gift (s) was intended to influence them on the performance of their duties or was intended as a reward for any recommendation or decision on their part.
- 9.3 To avoid conflict of interest or even the appearance of impropriety, any member who may receive some private benefit from a board decision must not participate in that decision. The private benefit may be direct or indirect; create a material personal gain or provide an advantage to relations, friends, groups or associations that hold a significant share of the official's loyalty. An official with a conflict of interest, or even a potential conflict of interest, must make that interest public, abstain from voting on the matter, and except as specified below, leave the table or podium area when Board members deliberate and vote on a matter. Further, the Board member may not discuss the matter privately with any other Board member or otherwise communicate directly or indirectly with Board members regarding the matter in question so as to attempt to influence the vote on said matter.
- 9.4 In circumstances where the number of Board members who may not participate in a given decision (as a result of the provisions of Article 9.3) results in less than a quorum being able to participate in a given decision, there cannot be a vote on a decision with less than a quorum of participating members. All votes will be postponed until there is a quorum of members present who are permitted to vote on that issue. Only for the purpose of being counted for the presence of a quorum shall they be entitled to sit at the podium, provided that the board member(s) does not participate, comment, or make any indication of his/her position.
- 9.5 A Board member must not disclose or improperly use information obtained in the course of their duties for financial gain or to further a personal interest.
- 9.6 All Board members share a responsibility to enforce adherence to the standards of conduct herein. If a member believes that one or more members may either by intention or inadvertence be in violation of these standards, that fact shall be called to the attention of Town Counsel who shall in turn call it to the attention of the member in question. In the event of a dispute as to whether a member should or should not participate, the question shall be posed to Town Counsel.

Article 10 – Agenda Management

- 10.1 The purpose of agenda management is to allow for the conducting of efficient and effective meetings and providing elected officials with an informed decision making process.
- 10.2 To advance that goal, the Select Board’s Office must be in receipt of any requests from the general public or department heads by noon on the Wednesday preceding the next business meeting to be considered for inclusion on the upcoming meeting agenda. Documents or supplementary material concerning the request must also be received no later than noon on the Wednesday preceding the business meeting for which the matter is scheduled.
- 10.3 The Town Administrator shall consult with the Board Chair in scheduling agenda requests with the goal of efficient and effective board operations. Requests may be referred to appropriate departments or boards to allow investigation or development of background material to facilitate the Board’s decision making process prior to being scheduled on the agenda.
- 10.4 The Town Administrator may issue advice to the Board members in writing in advance of a meeting. The Town Administrator may during the course of a meeting request to be recognized by the Chair to provide input on a matter being discussed by the Board.
- 10.5 The agenda will be closed for public or departmental input at 4:00 p.m. on Wednesday. Staff shall strive to distribute packets containing the agenda (with supplementary materials) by the close of business Friday. The agenda will be posted on the Town’s web site and made available to the public upon request at least 24-hours prior to the meeting.
- 10.6 Agenda packets (agenda memo and supplemental information packet provided to the Board, excluding any documents exempt from disclosure) may be obtained upon request in accordance with the provisions of RSA 91-A subject to the Town’s standard copy charges. Staff will strive to meet requests received prior to the scheduled meeting. The purpose of this rule is to allow for the packet to be assembled and copied in advance of a meeting and not take time away from the agenda preparation process or meeting’s purpose which is to conduct the business of the Board.
- 10.7 The Board may vote to suspend the rules concerning agenda management upon majority vote. Nothing contained in this Article 10 shall preclude the Board from considering issues that are not on the agenda.
- 10.8 Members of the public will be permitted to provide Public Input as follows:

- a. The Board Chair may, at their sole discretion and with the agreement of other Board members in attendance, allow public input or questions during the course of a meeting that pertains specifically to the matter being discussed after all Board members have provided their input on that matter.
 - b. In addition, the purpose of the agenda item entitled “Public Input” is to allow members of the public to address issues that were not previously addressed at the meeting or where Public Input regarding a matter discussed by the Board was not previously permitted during the course of the meeting. When an issue is raised during the portion of the meeting designated for Public Input cannot be addressed or resolved by the Board at that meeting that issue will be placed on the agenda of the next Board meeting.
 - c. During Public Input at any part of a Board meeting, members of the public shall be granted up to three minutes to speak, with additional time to be granted by the Chair at their sole discretion and with the agreement of other Board members in attendance. Only one person will speak at a time, and no one speaks until recognized by the Board Chair.
 - d. Public Input shall be limited to comments or questions from residents or taxpayers in Sutton. Others may be granted the opportunity to speak as authorized by consensus of the Board.
 - e. The Public Input period is an opportunity for members of the public to speak and ask questions, but attempts to engage the Board or any Board member in a debate on any issue will not be tolerated.
 - f. Public Input is not the opportunity for public complaint about a town employee. Those complaints should instead be submitted in writing to the town so that it may be directed to the employee’s supervisor for investigation and a decision on whether any disciplinary action is appropriate.
- 10.9 Board agendas shall include (on a rotating basis monthly – and at least quarterly) written reports and oral presentations by department heads for the purpose of informing the Select Board (and public) on department activities and issues pertaining to a department requiring decision making by the Board. Submissions by department managers under this provision shall be received no later than noon on the Wednesday preceding the scheduled business meeting. If the Board determines that a department head comes to a scheduled monthly meeting without having provided the appropriate materials in advance or without being prepared to address the questions of the Board, then that department head will be required to reappear at the next scheduled Board meeting.

- a. The Select Board will approve a template to be used by each department head in preparing for their monthly meeting that will provide a consistent format for those monthly meetings.
- b. To the extent that the Board issues any directives to a department head at any meeting, the Town Administrator will send an e-mail to that department head setting forth that directive and the date by which the Select Board has requested a response.

10.10 For at least one meeting per month the agenda shall include a brief review of budgeted expenditures, capital reserve expenditures and balances,

Article 11 – Performance Evaluations

11.1 Performance Evaluations for Departments Heads will be conducted in non-public session by the Board on the anniversary of their hire and pursuant to the procedures set forth in the current version of the Personnel Policies Manual For The Town of Sutton New Hampshire.

SUTTON SELECT BOARD

Glenn Pogust, Chair

Michael McManus, Member

Nancy Glynn, Member