

SELECTMENS RULES REGULATIONS FOR MEETINGS

ACCEPTED 3/9/92

SECTION I MEETINGS

A. REGULAR - The regular meeting of the Selectmens shall be held in the Town Hall or such other place as the Board may designate at 7:00 p.m. current time, on the second Monday and Fourth Monday of each month. When said meeting falls on a holiday or election day, the regular meeting shall normally be held on the following day at the same time and place. The date and place of any regular meeting may be changed by a vote of the Board.

B. SPECIAL - Special meetings may be called by the Chairman or when requested to do so by a majority of the board or by the Town Manager and notice of such meeting along with agenda shall be posted 48 hours before the time for holding said special meeting, also media must be notified forty eight hours of said meeting. The agenda for said special meeting, and nothing else, shall be considered at such special meeting.

C. WORKSHOP - Workshop meetings shall be held and attended by Selectmen and Town Manager whenever possible.

The purpose for this type of meeting is to discuss business which may appear on the agenda for a future regular meeting of the Board, no votes shall be taken at this time.

D. QUORUM - A quorum shall consist of at least three members of the Board for the transaction of business. A smaller number may adjourn from time to time. At least 24 hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.

SECTION II - CONDUCT OF MEETINGS

A. GENERAL

1. The Chairman shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, a quorum being present, cause the minutes of the proceeding meeting to be approved or disapproved and proceed to business.

2. The Chairman shall declare all votes, but if any member of the Board doubts a vote, the chairman shall cause a recount of the members voting affirmative or negative without a debate. A record of all votes will be kept by the secretary of the Board.

3. When a question is under debate, the Chairman shall receive motions which shall have preference in the order in which they stand arranged:

(Refer to Roberts Rules of Order, except where State Law takes precedent.)

4. The Chairman shall consider a motion to adjourn as always in order except on immediate repetition and that motion, and the motion to lay on the table or take from the table, shall be decided without debate.

5. When a vote is passed, it shall be in order for any member reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion or reconsideration is decided that vote shall not be reconsidered.

6. When the previous question is moved and seconded, there shall be no further amendment or debate, but pending amendments shall be put in order before the main question. If a motion for the previous question fails the main question and only pending amendments remain opened.

7. No debate shall be allowed on a motion for the previous question. Neither is it susceptible of amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the chair or not.

8. A conflict of interest will refer to policy on ethics.

B. MOTIONS

1. Every motion shall be reduced to writing if Chairman shall so direct.

2. Any member may require the division of a question when the division will simplify the question.

3. A motion for referral to a Committee or administrative official, until it is decided, shall preclude all amendments of the main question.

4. All items relating to agenda shall be taken in order unless the Board votes otherwise.