

**TOWN OF ATKINSON, NH**  
**Board of Selectmen**  
**Meeting Procedures**

**The purpose of these procedures is to allow for the orderly conduct of Town business that is fair for the public, Selectmen, volunteers, and Town Employees and provide for open, transparent and effective local governance.**

**MEETING SCHEDULES**

- 1) Regular meetings of the Board of Selectmen shall be held on every other Monday at the Atkinson Town Hall and will convene at 7:00 PM unless rescheduled by a vote of the Board due to unforeseen circumstances. 6:30 to 7:30 PM is reserved for workshops and other public meetings to include Public Hearings, listening sessions, etc. The Board of Selectmen will determine a schedule of regular meeting dates at their yearly organizational meeting.
  - a. A majority of the Board shall determine if insufficient business or other non-urgent matter warrants postponement or cancellation of a scheduled Board of Selectmen meeting.
  - b. A majority of the Board and the Road Agent shall determine if inclement weather or other emergency warrants postponement or cancellation of a scheduled meeting.
  - c. The Town Administrator shall be responsible for providing notice of a cancelled meeting
- 2) Special meetings may be called by a majority of the Board at any time.
  - a. Twenty-four (24) hours' notice shall be given to each member, except in emergencies.
  - b. Special Meetings are generally limited to one or more items requiring Board action and shall include on the agenda an opportunity for residents present at the meeting to comment on items specifically related to the matter(s) included on the agenda.
- 3) Written notice of all meetings shall be properly posted as required by RSA 91A:2 II. In emergencies, every effort will be made to post a written notice of the emergency meeting with as much notice as possible.

**AGENDA SETTING**

In order to help the Town Administrator organize the agenda so that the Town's business may be accomplished in a timely and efficient manner and to allow the Board to make informed decisions and to prevent unnecessary disruptions of Selectmen's meetings, while still continuing the tradition of providing opportunities for residents to address the Board, the following procedures have been adopted:

- 1) Requests to meet with the Board and/or to be included on the agenda shall be in writing, stating the purpose and as much information as possible to permit Board and staff review in advance of the meeting. Please use the attached "Board of Selectmen Meeting Agenda Request" form. This requirement applies to Town Department Heads, employees, Boards, Committees, Commissions, and members of the public. Requests must be received in the Selectmen's office by noon the Thursday prior to the meeting on the following Monday in order to be considered for inclusion on the agenda.
  - a. The deadline may be waived in the event of an emergency or for items that require the Board's immediate attention and for which prior notice is not possible.

- b. The Town Administrator reserves the right to postpone requested agenda items to a subsequent meeting and/or to request further information on the Board's behalf, so that the Board will have enough time to give the matter the attention it may deserve and enough information to be able to make an informed decision.
  - c. The Board of Selectmen reserve the right to table any agenda item, if, in its opinion, more time or information is required in order to take responsible action.
- 2) The Town Administrator is available to assist with drafting the written request to ensure that it is presented to the Board in a correct and complete form.
- 3) The Agenda may include "Consent Agenda" items at the discretion of the Town Administrator and unanimous consent of the Board. Such items are considered routine in nature yet still require a formal vote of the Board.
  - a. If one Selectman believes that an item requires discussion, it shall be removed from the Consent Agenda and placed on the regular agenda.
  - b. Complete information for all Consent Agenda items shall be provided to the Board in advance of the meeting.
- 4) Each agenda may have a Public Comment session to allow citizens to address any Town issue, except employee personnel matters. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being discussed and, in their presence,, in accordance with RSA 91 A: 3 II. The Public Comment session may be waived by the Chairman, if the meeting is a special meeting and/or a Public Hearing.

## **CONDUCT OF MEETINGS**

All participants have a responsibility to adhere to the highest ideals of civility and decorum while participating in all meetings conducted on behalf of the community.

- 1) Role of Presiding officer – The Chairman of the Board shall be responsible for ensuring that all meetings are conducted in accordance with the requirements of these procedures by ensuring the orderly conduct of Town business that comes before the Board. The presiding officer shall have the cooperation and support of the Selectmen in maintaining order and civility throughout Board meetings.
- 2) Orderly Conduct of Meetings – Selectmen, members of the general public, the Town Administrator, and Town employees shall confine their remarks to the merits of pending questions and shall not engage in personal attacks, or accusations not related to official duties.
- 3) During the Public Comment portion of the meeting, individuals will be limited to a five-minute presentation, unless permission to speak for a longer period is requested and granted by majority vote of the Board. Anyone speaking is required to state his/her name and address. The Chairman may extend the opportunity to speak to non-residents.
- 5) In cases where a member of the public wishes to speak on a matter during the regular course of the meeting, the Chairman may recognize said party, but is under no obligation to do so, and request that he/she rise, be recognized, state their name, place of residence and purpose for addressing the Board.

- 6) The Chairman will limit or prohibit speakers who are determined to be disruptive or whose remarks are rude, personal or slanderous. If the person does not withdraw, the Chairman may order a recess of the meeting or may order a police officer or other appropriate authority to remove and/or confine the person in some convenient place until the meeting is adjourned.

Last Update	Action Taken	By Whom
Original	Adopted & Approved on 4/14/2014 by Selectmen Baldwin, Morse, Consentino	BoS
3/14/2016	Wording in Agenda Setting 4) wording changed from Shall to May	BoS
7/15/2019	Revised Meeting Schedules to meeting every two weeks	BoS
3/23/2020	Revised Meeting start time to 7 PM	BOS

NOTE: Plan accepted on March 14, 2016 Selectmen’s meeting. Wording under Agenda section 4) changes third word from “shall” to “may”.

Sample “Request to Place an Item on the Selectmen’s Agenda” form and a “Sample Consent Agenda” format is on following page.

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William M. Baldwin

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William G. Friel, Chairman

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Robert Worden

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Gregory S. Spero

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Jason Grosky, Vice Chairman