

Town of Greenfield

Rules of Order for Selectmen's Meetings

The Town of Greenfield is committed to serving its citizens effectively and efficiently and providing those services with common courtesy and high ethical standards. To facilitate these goals, selectmen's meetings must be run accordingly. To these ends, all persons participating in selectmen's meetings are to follow these rules of conduct.

- The Chair is responsible for conducting selectmen's meetings and for establishing rules of order.
- All persons shall use good manners and common courtesy when participating in a selectmen's meeting. No selectman, town employee, other town official, or member of the general public will use profane language or raise their voice at another person or persons during a selectmen's meeting.
- In 15-minute sessions, a citizen may speak for no more than five minutes, and each selectman may speak or ask questions for three minutes and twenty seconds. Selectmen and members of the public may yield remaining time to other meeting participants. In 20-minute sessions, selectmen may speak or ask questions for up to five minutes each.
- Appointments for all group meetings (consisting of two or more people) will be made for a minimum of twenty minutes. The group will have ten minutes to speak, and the selectmen will divide the remaining time equally among themselves. A group spokesperson is limited to ten minutes, and the spokesperson's remarks will serve the entire group unless he or she specifically yields his or her time to another participant.
- All meetings with employees, town officials, or the public shall be by appointment only, except in cases of emergency. All appointments shall be made prior to 3:00 PM on the last business day (M-F) before the day of the meeting.
- No town official or member of the public shall interrupt another participant in a selectmen's meeting, except in the case of the Chair enforcing a rule of order.
- Pursuant to state law, only the Chair (as the Presiding Officer) may call an emergency meeting.
- All selectmen's meetings shall be properly posted and open to the public pursuant to the New Hampshire Right to Know Law, unless specifically exempted from such procedures by statute.
- All information given to the public or colleague should be true, accurate, and complete to the best of the representative's ability.
- The board should not accept warrant articles from the public unless they are submitted by petition pursuant to state statute.
- The Board of Selectmen reserves the right to delay any vote or decision on any subject until such a time as a majority of its members believe all relevant information has been submitted and considered.
- Individual members of the Board of Selectmen have no authority unless delegated to them by the board; therefore, the board as a whole can only make decisions. Members of the board shall abide by all lawful decisions made by the board.

- Pursuant to recommendations made by the New Hampshire Municipal Association, no representative shall benefit personally as a direct result of her or his decisions or actions.
- Pursuant to state law, board and commission members and employees shall uphold the intent of non-public sessions, with respect to entering non-public session and the release of privileged communications that exist in those sessions.
- The Chair reserves the right to alter or suspend these rules of order at any time as circumstances may dictate.
- Except as specified by state law, the above rules of order may be suspended by vote of a majority of the Board of Selectmen.

All persons are hereby notified that any individual who fails to comply with these rules may be removed from the meeting for disorderly conduct pursuant to _____

Chair, Greenfield Board of Selectmen
March 29, 2007