

TOWN OF MADBURY

SELECT BOARD GUIDELINES & PROCEDURES

Adopted by Town of Madbury SB on 3 July 2023
(Updated by SB on 18 March 2024 and 21 February 2025)

Purpose¹

The Madbury Select Board (SB) hereby adopts these operational guidelines and procedures for SB operations. Their purpose is to facilitate the expeditious and fair conduct of meetings and general business. They may be amended by a vote of the Board.

Primary Duties

The Select Board consists of three equal members who shall operate by majority vote to serve as the governing body of the Town. Individual Select Board members have no authority to make decisions on behalf of the Town or to take any action as a Town Official except upon majority vote of the Board or as otherwise allowed by law.

The Board's primary duty per RSA 41:8 is to "manage the prudential affairs of the Town and perform duties by law proscribed." While the SB delegates many of the details of its responsibilities, it retains final decision-making authority for all its responsibilities.

Officers

A Chairperson shall be elected annually by the full SB. This shall be done at the first regular SB meeting following the Friday following Town Meeting.²

The Chair shall preside over all meetings and public hearings and shall affix his/her signature in the name of the SB as required. The Chair shall represent the SB in official and ceremonial matters and serve as the primary spokesperson. The Chair may delegate specific duties to other Board members.

In the Chair's absence the senior member, as determined by current terms of office, shall act in their stead.

The SB shall also appoint a Planning Board ex officio, Police and Fire Liaisons, and any other Ad-Hoc Representatives as may be deemed necessary. Their duties shall include regular updates to the Board.

Quorum

Two members shall constitute a quorum. However, unless immediate action is required, the Board should delay significant actions until all three members are available. In the absence of a quorum, formal actions cannot be taken.

Meeting Schedules

The SB, in coordination with the Town Administrator, shall establish and publish a schedule of regular meetings. This schedule shall to the extent possible include a mix of day and evening meetings to facilitate resident and others participation.³ The Board shall also include additional meetings as needed to conduct SB business in a timely manner. This schedule shall be established as soon as possible following Town Meeting and shall be updated as required throughout the year.

¹ Revised 21 Feb 25: Board of Selectmen changed to Select Board throughout.

² Revised 18 Mar 24: Clarified the date of the first regular meeting.

³ Revised 18 Mar 24: Deleted specific requirement to hold Monday evening meetings. Added requirement to hold a mix of day and evening meetings.

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Special meetings may be called by the Chair, in coordination with the Town Administrator, with at least 24 hours' notice. Such meetings should only be called to address issues that cannot wait for regularly scheduled meetings.

Emergency meetings may also be called by the Chair per RSA 91-A:2, "when immediate undelayed action is deemed to be imperative by the Chair".

All meetings shall be noticed per RSA 91-A:2. Notices shall be posted on the Town Website and information kiosk outside Town Hall.

All meetings shall be held at Madbury Town Hall unless noticed otherwise.

All meetings shall be open to the public, except as provided for by RSA 91-A:3.

Meeting Agendas

An agenda shall be developed by the Town Administrator in coordination with the Chair. Any Board Member may request an item be placed on the agenda.

The agenda should be available 24 hours before a meeting. Basic agenda items should include:

1. Public Comments
2. Accounts Payable / Payroll
3. Correspondence
4. Review of Minutes
5. Board/Committee Updates
6. Liaison Updates
7. New Business
8. Old Business

Meeting Procedures

The Chair shall preside over all meetings and shall maintain order and decorum. The Chair shall resolve any issues of procedure for the meetings and ensure that informal parliamentary procedures are followed.

The Chair shall set the order of business and may modify the agenda (e.g., for time, order of discussion, or items deferred) as needed during the meeting.

All Board members shall follow commonly accepted rules of courtesy and shall actively participate in discussions and decision-making. The Chair shall ensure all items are thoroughly discussed and that all members have the chance to speak and ask questions.

Decisions of the Board shall be made by a majority. A motion, second and vote shall be required on actions by the Board. At times when a motion is not required, the Chair shall ask if there is consensus on an issue and, if there is no dissent, the Chair may declare that to be the consensus of the Board. In either case the Board shall ensure its decisions are clearly documented.

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Public Comment

Public comment periods may be provided during public meetings and must be provided during public hearings. The Chair may call for such comments during a general comment period and or during individual agenda items. The Chair may impose limits on the length and repetition of comments.

Members of the public wishing to speak must first be recognized by the Chair. They must identify themselves and provide their address before speaking. The public shall address comments only to the Board and not to other members of the public or persons providing information to the Board.

Board members may ask questions of the public. Such questions are limited to a response to the specific questions and are not an invitation to the public to engage in the Boards' deliberations.

Public Hearing Procedures

Public hearings are a specific subset of public meetings and are required from time to time including for, but not limited to, unanticipated funds over \$10,000, budget approval for the warrant, bonding, laying out highways/lands.

Public hearings shall be noticed per applicable RSAs. Notices shall be posted on the Town Website and information kiosk outside Town Hall and when required by RSA in the local newspaper.

The procedures for a public hearing are as follows:

1. The Chair opens the public hearing and explains that the purpose is to gain input from the public.
2. The Chair reads the official public notice.
3. The Chair or designee presents the matter for consideration. Members may ask questions or provide clarifying information.
4. The Chair opens the floor for public comment. Public comments shall be conducted per the "Public Comments" section of these rules.
5. The Chair reads written comments into the record.
6. When all parties/issues have been heard, the Chair closes the public hearing and no further public testimony may be heard. If all parties/issues have not been heard, then the public hearing may be continued to a time and place certain.

After the public hearing is closed, the SB will deliberate and vote on the matter. Deliberation and voting do not have to happen during the same meeting as the public hearing.⁴

Annual Reviews⁵

The SB shall review / update the following items annually starting from the establishment of a new Board following March Town Meeting:

1. Town Ordinances, Regulations, and Policies,
2. Delegation of Authority, Investment Policy, and Internal Control Policies,
3. Employee Handbook,
4. Sealed Minutes for potential release (per RSA 91-A:3, IV),

⁴ Revised 21 February 2025: Clarified public hearing procedures.

⁵ Added 21 February 2025: Entire annual reviews section added

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5. Pike Industries contract per settlement agreement (before April tax assessment year),
6. Emergency Operations Plan (ASAP after establishment of a new Board per the plan),
7. Hazard Mitigation Plan,
8. Meet with Health Officer (per RSA 128)
9. Review Elections Continuity of Operations Plan.
10. Tax exemptions and credits to see if updates are needed.

Records⁶

The SB shall keep a record of its proceedings, including minutes of each meeting per RSA 91-A:2.

The minutes shall include at a minimum the date, time, location, members present, a summary of discussions, actions taken, and any votes held.

Draft minutes shall be made available to the public within five working days in accordance with RSA 91-A:2. Approved minutes shall be placed on the Town website in a timely manner.

The SB will designate a note taker to record and draft minutes.

⁶ Revised 23 February 2025: Updated minutes contents requirements. Added posting requirement.