

Standard Operating Procedures of the Haverhill Select Board

OBLIGATIONS of SELECT BOARD MEMBERS:

A member of the Haverhill Select Board, in relation to his/her responsibility to the community, shall:

1. Recognize that his/her primary role is to set policy, with the responsibility for administration thereof delegated to the Town Manager per RSA 37.
2. Endeavor to establish sound, clearly defined policies which will direct and support the administration of the Town, for the benefit of all people of the Town.
3. Recognize that he/she is a member of a team and shall abide by all Select Board decisions once they are made.
4. Shall be well informed concerning the duties of a Select Board member on both the state and local level.
5. Recognize that all Select Board members are elected by the community and therefore have an obligation to make decisions that they believe will best support the entire community.
6. Accept the office of Select Board member as a means of unselfish public service, not to benefit personally or professionally from his/her Select Board activities.
7. Be familiar with and abide by the open meeting laws and the public records laws as they apply to municipal elected officials.
8. Recognize and refuse to, in any way, attempt to act independently regarding Town affairs.
9. Support the Town Manager as he/she discharges his/her duties and responsibilities.
10. Cooperatively provide an annual review of the Town Manager's performance.
11. Refrain from making promises of how he/she will vote on matters that are before the Select Board until he/she has had an opportunity to hear all sides of the issue at a Select Board meeting.
12. Make decisions only after all facts on a question have been presented or discussed.
13. Uphold the intent of non-public executive session and respect the privileged communication that exists therein.
14. Treat with respect the rights of all members of the Select Board and Town Administration despite differences of opinion.
15. Shall be appointed to serve as ex-officio members on Committees, Commissions, and Boards and shall be responsible for attending meetings in support of those appointments.

16. Recognize that coordination and cooperation is needed among the Town's Committees, Commissions, and Boards to ensure town-wide goals and priorities are known and pursued.
17. Recognize that the Select Board represents and is accountable to the residents of the Town. The Select Board should make every effort to strengthen communications with residents, encourage resident participation, and keep residents informed.

MEETINGS OF THE BOARD:

1. Regular Select Board meetings are held on the first and third Monday of each month.
2. The Select Board shall not hold regular meetings on days which are designated legal holidays, these regular meetings shall be held on the Tuesday after the holiday.
3. When a meeting is called outside the normal schedule, it shall be known as a "special meeting".
4. The Select Board may, when necessary, also call an "emergency meeting" in accordance with applicable provisions of RSA 91-a.
5. The Select Board may conduct informal "working sessions" as needed to coordinate on work products that otherwise would consume a regular meeting.
6. The Town Manager bears primary responsibility for coordinating and planning the agenda for regular meetings of the Select Board. The Town Manager, in consultation with the Chair and/or Vice Chair, shall finalize the agenda the week before the scheduled meeting.
7. The Town Manager shall prepare background materials for the meeting and make available to Select Board members a minimum of 48 hours prior to the meeting start time.
8. Select Board members are responsible for reading all materials provided to them prior to the meeting and if needed, requesting more information on agenda items, prior to the meeting so they are prepared for discussion.
9. The Town Manager is responsible for the posting of all Select Board meetings in accordance with RSA 91-a.
10. The Town Manager or designee shall attend every meeting of the Select Board.
11. The Town Manager shall arrange for the transcription of all meetings of the Select Board.
12. Members of the Board may, when necessary, attend a Select Board meeting virtually, as long as NH RSAs continue to permit it.

MEETING PROCEDURES:

A Select Board meeting is a board of directors meeting. These meetings are set to allot time for members to discuss policies and address major decisions about future actions. The proceedings of these meetings shall be in accordance with the procedures stipulated by the board, as outlined below.

1. Select Board Chair shall call the meeting to order and take attendance by roll call.
2. A quorum of the Select Board must be in attendance for the meeting to proceed.
3. Select Board Chair shall lead those in attendance in the Pledge of Allegiance.
4. Actions and decisions shall be by motion, second, discussion, and vote.
5. All actions shall be by roll call vote to ensure the minutes reflect actions of board members.
6. Select Board members shall not talk over one another and shall offer each other ample time to express their opinions so that the discussion may be accurately captured for the minutes.
7. Meeting agenda shall be approved:
 - a. Motion to approve, second, discussion (additions or deletions), vote.
 - b. If the agenda is modified, then it shall be approved "as modified".
 - c. All changes to the agenda must occur prior to a vote to approve the agenda.
8. When actions on critical or controversial matters are before the Select Board, the full Select Board shall be in attendance, or the action shall be tabled.
9. Public wanting to address the Select Board:
 - a. Comments and/or questions shall be related to the agenda.
 - b. Shall raise their hand and be recognized by the Select Board Chair.
 - c. Shall be limited to three (3) minutes per person, unless explicitly offered more time by the Select Board Chair.
10. Public wanting to present information or documentation to the Select Board:
 - a. Shall submit a request to be on the agenda; inclusion of the request on the agenda shall be at the discretion of the Select Board Chair.
 - b. Shall provide the information or documentation to be presented to Town Administration at least three (3) days ahead of the meeting.
 - c. If information or documentation is not provided at least three (3) days ahead of the meeting, the subject shall be tabled to allow adequate time for the Select Board and/or Town Administration to review information to be discussed.
 - d. Shall address the Select Board, not Town Administration, or others in attendance.
11. When the Select Board enters a non-public session cell phones will be turned off.
12. Non-Public Meetings shall be recorded for the production of proper non-public minutes.

Select Board meetings are business meetings, as such, it is expected that attendees of Select Board meetings be respectful of one another, Town Administration, and the Select Board. Interruptions, outbursts, foul language, disruptive behavior, and grand standing at Select Board meetings will not be tolerated.