

Town of Hampstead Deliberative Session Moderator's Rules of Procedure

(These Rules also apply for the School Deliberative Session)

There will be a call to order promptly at 7:00 pm

The meeting will start with a Pledge of Allegiance to the Flag of the United States of America

Rules:

1. The Moderator will not follow Robert's Rules of Order. The Moderator will use the following general rules of procedure, whose main purpose is to keep the meeting moving.
2. The Moderator will take the Articles in the order that they appear on the Warrant.
3. The Moderator will consider each Article, as follows:
 - a. The Moderator will announce the Article and the caption of the Article. The text of the Article will be displayed on the overhead screen or otherwise made available to the Meeting. The Moderator need not read the full text of the Article.
 - b. The Moderator will recognize a member of the Board of Selectman or School Board, or the Petitioner (if a petitioned Article) to move the adoption of the Article.
 - c. If the Article is seconded, the Moderator will recognize a member of the Board of Selectman/School Board or the Petitioner to explain the Article.
 - d. The meeting will then discuss, debate and potentially amend the Article.
4. Everyone who speaks must use a microphone so they can be heard.
5. No one may speak unless he or she has the floor.
 - a. No one may have the floor, unless recognized by the Moderator.
 - b. Each Speaker must provide his/her name and address.
6. The Moderator will only allow one motion on the floor at a time.
7. Amendments:
 - a. Must be presented to the Moderator in writing and signed by the proponent.
 - b. Amendments will be accepted as long as the subject matter of the Article is not changed or eradicated.
 - c. Amendments require a majority vote.
 - d. Moderator will only allow one Amendment at a time.
 - e. Articles prescribed by statute may not be amended.
8. The Moderator will not accept negative motions, which are motions that require a "no" vote to vote in the affirmative such as "I move that we not adopt the budget." See Alan Bailey v Town of Exeter, Rockingham County Superior Court Docket No. 218-2011-CV-203.
9. Motions to Call the Question limit debate and require a 2/3 vote. If passed these Motions stop debate on a Motion or Amendment.
10. Non-voters may not speak at the Meeting without the permission of the voters except the Moderator will allow non-resident Town and School Officials and consultants or experts who are at the Meeting to provide information about the Article.

11. All speakers must be courteous and must speak to the issues, not the individual raising the issue. The Moderator will not allow personal attacks or inappropriate language.
12. If any person behaves in a disorderly manner, and after notice from the Moderator, persists in such behavior, or shall in any way disturb the meeting or willfully violate any rule of proceeding, the Moderator may have a police officer remove such a person from the meeting. (RSA 40:8)
13. All questions and comments shall be addressed to the Moderator. The Moderator will choose who responds to the questions.
14. Each speaker may only speak once until everyone has spoken.
15. With the exception of initial presentations on Articles which the Moderator requests be limited to ten (10) minutes, all speakers in debate will be limited to three (3) minutes.
16. By Majority vote, the voters may overrule any decision of the Moderator.
17. The Moderator shall determine the method of voting except as determined by law. However, any voter who doubts the accuracy of any non-counted vote may require the Moderator to determine a counted show of hands or counted standing vote.
18. Any five (5) voters may require that the vote on any Article or Amendment by secret ballot. To do so:
 - a. All five (5) voters must be present and identified, and
 - b. The request must be presented in writing to the Moderator prior to the end of debate on the Article or Amendment.
19. Motion to reconsider an Article may only be made immediately after the vote on the Article or Amendment, and may only be made by a voter who voted on the prevailing side of the vote to be reconsidered.
20. The Moderator requests that all voters be thoughtful, respectful of others and wise.
21. The Meeting will Recess to the secret ballot upon Motion, first and seconded by a voter with a majority vote.

Revised March 5, 2019

Respectfully submitted,

Neil Reardon, Hampstead Town and School Moderator