Contents

1.0 Purpose
2.0 Nature of Policies and Procedures
3.0 Authority
4.0 Election and Qualifications
5.0 Organization of the Board and Election of Officers
6.0 Vacancies on the Board
7.0 Responsibilities of the Officers of the Board
8.0 Duties, Responsibilities, and Obligations of Board Members
9.0 Meetings of the Board
10.0 Board Meetings/Non Public Sessions
11.0 Electronic Communications
12.0 Agenda Procedures
13.0 Meeting Procedures
14.0 Meeting Minutes
15.0 Policies and Procedures
16.0 Board Appointments to Volunteer Boards, Committees and Commissions

1.0 PURPOSE

The Board of Selectmen of the Town of Exeter (the "Board") recognizing the need to codify the traditional working relationships among the members of the Board, the Board and the Town Manager, and between the Board and other Town Boards, Committees, and Commissions, Officials and Citizens, hereby create operating procedures for the Board of Selectmen.

2.0 NATURE OF POLICIES AND PROCEDURES

These policies and procedures shall address topics that cannot be addressed elsewhere. Subjects that would more appropriately be addressed in a statute, town ordinance, or regulation shall not be addressed in this format.

3.0 AUTHORITY

The Board of Selectmen is an elected Board and derives its authority from NH RSA 41:8, other NH RSA's, and Town Ordinances. The Town Manager derives his/her authority from NH RSA 37.

4.0 ELECTION AND QUALIFICATIONS

In accordance with the Annual Town Meeting vote of March, 1970, the Board shall consist of five duly elected members. Before assuming their official duties, each newly elected or re-elected member shall be sworn to faithful performance of duties by the Town Clerk.

5.0 ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS

Officers of the Board (Chairman, Vice-Chairman, and Clerk) shall be elected annually at a meeting of the Board to be scheduled for the first regular meeting following the Annual Town Election. The election of officers is by majority vote. If a vacancy occurs among any of the officers of the Board, the Board shall elect a successor at its next regular meeting. Nominations of officers shall require both a nomination and a second. The Board may at any time by majority vote remove the Chairman or any of the officers. In the event that the Chairman is not re-elected, the Vice Chairman shall serve as Chairman Pro Tem until the new officers of the Board are elected. In the absence of both Chairman and Vice-Chairman, the Clerk shall act as Chairman Pro Tem.

6.0 VACANCIES ON THE BOARD

Whenever a vacancy occurs on the Board, the Board's remaining members shall appoint a replacement via a special meeting of the Board.

7.0 RESPONSIBILITIES OF THE OFFICERS OF THE BOARD

The Chairman shall:

1. Preside at all meetings of the Board at which he/she is present. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes, and preside over the discussion of agenda items;
2. Sign official documents that require the signature of the Chairman, following a vote of the Board;
3. Call special meetings of the Board in accordance with the Right-to-Know Law;
4. Prepare meeting agendas with the Town Manager;
5. Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegated by the Chairman;
6. Serve as spokesman of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated by the Chairman;
7. Make liaison assignments, as appropriate, and assign overview responsibilities for projects and tasks to Board members unless otherwise determined by the Board;
8. Maintain open level of communication with the Town Manager and provide information to the Board as necessary;
9. Ensure that Board communication abide by all aspects of the NH Right-to-Know Laws and;
10. Arrange for the orientation of new members, unless otherwise noted.

The Chairman shall have the same rights as other members to offer and second motions and resolutions, to discuss questions, and to vote thereon.

The Vice Chairman shall:

1. Act in the place of the Chairman during his/her absence at Board meetings.
2. Should the Chairman leave office, the Vice chairman shall assume the duties of Chairman until the Board elects a new Chairman.
3. Obtain nominations to the annual slate of officers to be presented to the deliberative session and the Town on the March ballot including the Budget Recommendations Committee, Measurer of Wood and Bark, Weigher, and Fence Viewer.

The Clerk shall:

1. Sign all official documents requiring the signature of the Clerk, with the authorization of the Board;
2. Shall be responsible for recording minutes of meetings held in non-public session for which the Town Manager is not present.
3. Shall assure the coordination of the record of volunteers actively serving in appointed positions and any vacancies thereof.

4. Coordinate the distribution and public accessibility of any written or electronic communication made to the full Board in paper form.

8.0 DUTIES, RESPONSIBILITIES, AND OBLIGATIONS OF BOARD MEMBERS

A member of the Board, in relationship to his/her responsibility to the community, shall:

1. Recognize that his/her primary function is the representation of the citizenry of the Town of Exeter in all matters of municipal governance;
2. Accepts the office of Selectmen as a means of unselfish public service, not to benefit personally or professionally from his/her Board activities;
3. Shall be well informed of the duties of a board member on both state and local levels and abide by all Board decisions, policies, procedures and ordinances;
4. Delegate to the Town Manager day to day administration of municipal governance as provided in NH RSA's.
5. Present the budget to deliberative session as required by RSA 40:13 and fulfill other budgetary responsibilities and financial duties under state law including RSA 41:9.
6. No Board member shall solicit the opinion of more than one other Board member on matters of public business.

As a member of the Board, a Selectman shall:

1. Endeavor to establish sound, clearly defined policies, procedures and ordinances which will direct and support the administration for the benefit of the community;
2. Recognize and support the administrative chain of command taking no action, as an individual, that requires administrative direction or decisions without Board approval;
3. Give the Town Manager full responsibility for discharging decisions and actions directed by the Board;
4. Not make statements of his/her position on matters that will come before the Board until he/she has had an opportunity to hear the issue in full at a Board meeting;
5. Make decisions only after all facts on a question have been presented or discussed;
6. Uphold the intent of non-public sessions and "non-meeting" meetings and respect the privileged communication that exists therein, and;
7. Treat with respect the rights of all members of the Board despite differences of opinion.

9.0 MEETINGS OF THE BOARD

Meetings of the Board shall be held regularly as scheduled by the Chairman with consensus of the majority of members. The Board shall not hold regular meetings on designated legal holidays. The Town Manager is responsible for the posting of all Board meetings in compliance with the Right to Know Law. Regular Board meetings shall begin at 7:00 p.m. and shall adjourn no later than 10:00 p.m. unless a majority of the Board votes to continue the meeting at that time. A meeting called for any other time other than the regular meetings shall be known as "special

meetings." The same rules as those established for regular meetings shall apply, unless an unforeseen emergency requires a special meeting to be scheduled on a legal holiday. Special meetings shall be called by the Chairman, in consultation with the Town Manager, and with the informal consent of a majority of Board members. The Board may conduct informal "work session" meetings from time to time. Such meetings will be publicly noticed and recorded in accordance with the Right to Know Law.

10.0 BOARD MEETINGS/NON PUBLIC SESSIONS

Where practicable, non-public sessions shall be scheduled at the end of a public meeting of the Board. Only items clearly allowed under the Right to Know Law shall be included in non-public session. Prior to calling for a motion to enter into a non public session, the Chairman shall state the reasons for which the non public session is sought. The Chairman shall also state whether or not the Board will reconvene in open session. A majority of the members present must vote to enter non public session by roll call vote.

11.0 ELECTRONIC COMMUNICATIONS

Recognizing the ease of use of electronic communication the Board shall acknowledge the necessity for full disclosure of such communications:

1. Any communication from a member of the public distributed to a majority of Board members shall be printed on paper and included in meeting materials for public discussion at the next regularly scheduled meeting;
2. Any electronic communication requesting an action or decision by the Board shall be acknowledged by the Chairman/woman or his/her designees and shall be designated to the Town Manager for investigation and resolution;
3. No Board member shall communicate electronically with more than one other Board member except for calling meetings as needed including scheduling meeting times;

12.0 AGENDA PROCEDURES

The Town Manager bears primary responsibility for coordinating and planning the agenda for regular meetings of the Board. The Chairman in consultation with the Town Manager, shall approve the agenda, and schedule a realistic time period for each appointment, interview, conference, or other scheduled item of business. In order for items to be considered for the agenda, they must be submitted to the Town Manager by 4:00 p.m. on the Wednesday of the week preceding the meeting. Items added to the agenda after this time will be by reason of necessity or due to being routine in nature.

Agenda items shall be:

1. Call to Order
2. *Board Interviews – Committees, Commissions*

3. *Public Comment*
4. *Minutes & Proclamations*
5. *Appointments (as required)*
6. *Department Reports*
7. *Discussion/Action Items (New and Old Business)*
8. *Regular Business*
9. *Non-Public Session (if necessary)*
10. *Adjournment*

Each agenda item shall state the action anticipated of the Board, as appropriate. Members of the Board, staff, the Town Manager, or others who prepare background materials for the meeting should have such material available for Board members by Friday evening prior to a Monday meeting. In the case of any special meeting all available materials shall be provided a day in advance. If background information included in the Board's meeting materials is insufficient, any Board member may request that the relevant item be tabled to allow Board members time for careful study of the material. The agenda shall be available to the public and the press at the Town Manager's Office by 12:00 Noon on the Friday before the meeting. Copies of the minutes of previous meetings and all important correspondence, reports and other pertinent background materials shall be included in meeting materials.

13.0 MEETING PROCEDURES

The Board shall operate under "Roberts Rules of Order as Amended", rules established herein and the Right to Know Law. It is the practice that application of said procedure may be on a relatively informal basis. A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policies or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second, and vote. Split votes will be identified by name in the meeting minutes. The Town Manager is expected to be in attendance at all meetings of the Board. The Town Manager's role at Board meetings shall be to keep the Board informed and advised, to make recommendations in all matters that fall within the jurisdiction of his/her office and take such direction from the Board as they relate to the conduct and administration of town affairs under his/her jurisdiction.

14.0 MEETING MINUTES

The Town Manager shall ensure that open meetings of the Board are recorded, *except work sessions*. The Town Manager shall ensure that minutes are drafted and made available to Board members in a timely manner, and in accordance with the NH Right to Know Law. Minutes circulated to members of the Board before the agenda is set for the subsequent meeting shall be considered at that meeting. Changes in the text of minutes shall be reviewed and agreed upon by a majority of voting Board members. The Town Manager shall periodically review and present

for the Board's vote the minutes held in Non-Public Session which may be released to the public. The Board shall release minutes of non-public session at the earliest opportunity without compromising the nature of the matter discussed therein.

15.0 ADMINISTRATIVE POLICIES AND PROCEDURES

Draft ordinances, policies and procedures shall be placed on the agenda for any regularly scheduled meeting of the Board. Draft ordinances must be delegated where applicable by the Town Meeting. The Board of Selectmen have been delegated this authority for certain Town Ordinances.

Drafts shall be in writing, and shall only be introduced by a member of the Board or the Town Manager. Upon receipt of a draft the Board may choose to discuss the policy immediately or schedule the discussion for a future meeting. The Board may schedule hearings or meetings it deems necessary for discussion. The Board may distribute the policy to affected officials for comment as it deems necessary.

The Board shall not vote on a policy at a meeting at which it is first introduced. A majority vote of the Board is necessary for adoption. Policies are effective as of the effective date determined by the Board.

The Town Manager's Office shall be responsible for maintenance of all policies and procedures, for updating the Policy Manual with new and amended policies, and for ensuring the distribution Board members and staff. Copies of the Policy Manual shall be made available to the public at the Town Manager's Office and at the Office of the Town Clerk.

16.0 BOARD APPOINTMENTS TO VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

The Board shall make its annual appointments in April. Appointments made in April shall have terms beginning on May 1st and expiring on April 30th. In addition, as the need arises, the Board may make appointments throughout the year for terms to take immediate effect, with expiration dates of April 30th. Terms shall not exceed three years, unless specifically allowed by the NH RSA's. Ad-Hoc Committees appointed for a specific purpose may serve without terms but shall be subject to annual review by the Board of Selectmen. The Board shall vote annually in May to review or disband each Board and Committee of their creation.

Appointments shall be based on merit and qualifications. Where possible the Board will seek variety in backgrounds, interests, ages, genders, and geographic areas of residents to reflect a true cross section of the community. In order to attract qualified and interested persons, vacancies will be made public as much in advance of the appointment as practicable. The Town Manager will ensure the up-to-date forms are available in the Town Office and other public buildings. He/she will ensure that completed appointment application forms are maintained in an

organized and easily retrievable manner. Receipt of a completed form shall be acknowledged and the resident be given instruction on the appointment process. As Board-appointed vacancies occur, the Town Manager will ensure that local newspapers are advised of the vacancies, and that vacancy notices are posted on town bulletin boards inside and outside of the Town Offices (outside at the Town Hall, 4 Front Street) and advertised on the local cable access television channel. Vacancies shall be advertised for no less than fifteen (15) days. The Town Manager will ensure that the Chairman of the board on which a vacancy occurs is advised of the vacancy (or vice-versa), and will seek nomination recommendations of a majority of the relevant committee. Applicants for all Board appointments shall complete a questionnaire, to be considered as candidates. The Board will act to fill all vacancies within sixty (60) days of occurrence whenever possible. When a vacancy occurs, after advertising the vacancy for a limited period, the Selectmen's Office sends the relevant appointment application forms to the committee with the vacancy. They may choose to make a recommendation to the Board from that list. The Board then conducts brief interviews at the next available meeting to make the appointment. As part of the annual appointment process, the Town Manager will ask incumbents whose terms will expire on April 30 about their availability for reappointment. The Town Manager will ensure that the Selectmen receive a list of appointment vacancies to be filled by the Board. The Board may from time to time appoint standing or advisory committees to aid on matters under the Board's jurisdiction. The use of such committees provides greater expertise and more widespread citizen participation in the operation of government. The Board will give each advisory committee a written charge, which shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Selectmen. Each committee must report in writing at least annually to the Selectmen. The Selectmen's Office shall be sent copies of all committee agendas and minutes. The Board will discharge committees upon completion of their work. In addition, each committee shall be provided with information on parliamentary procedures and the conduct of meetings under the Right to Know Law. The charges and membership of advisory committees shall be reviewed at least annually to assess the necessity and desirability of continuing the committee.

Adopted: August 30, 2010

Effective: August 30, 2010

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Julie Gilman, Chairwoman

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Robert Aldrich, Vice-Chairman

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Don Clement, Clerk of the Board

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William Campbell, Selectman

_____

Matt Quandt, Selectman