



Rules of Order for Regular Selectmen's Meeting

Regular meetings of the Board of Selectmen shall be held Tuesdays at the Town Office Building to convene at 6:00 PM unless rescheduled due to a holiday, or unforeseen circumstances.

Special meetings may be called by the Chairman or by a majority of the board at any time. In either case, 24 hours' notice shall be given, except in emergencies.

Written notice of all meetings shall be properly posted as required in RSA 91A:2 II. In emergencies, all efforts will be made to post a written notice of the emergency meeting with as much notice as possible.

All Selectmen Meetings are open by law to the public for observation. In general, the public has no right to speak at an ordinary Selectmen's Meeting unless "Public Input" is on the agenda or a person has an appointment with the Board.

Requests to meet with the board and/or to be included on the agenda shall be in writing, stating the purpose and as much information as possible to permit board review in advance of the meeting. Requests must be received in the Selectmen's office by the noon Wednesday prior to the meeting on the following Tuesday.

The Public Input segment is to allow visitors to address any town issue, except personnel matters. Objective criticism of town operations and programs are encouraged, but in public session with no notice of the matter, the board will not permit complaints directed at staff or volunteers. Such matters may be addressed at a scheduled session that will be public or non-public at the request of the person being criticized, and in their presence if they so desire (per RSA 91 A:3 IIC.).

Please be respectful to the following Rules of Order:

- The Selectmen have the option to limit public input to only the formal "Public Input" item designated on the agenda.
- When you wish to speak, address only the Chairperson and wait for the Chairperson to acknowledge you. Do not address any other individual in attendance.
- All comments and questions must be addressed to the Chairperson
- The Board will not entertain public comments about specific individuals unless the Chairperson deems it appropriate.
- The Chairperson has the right to set a time limit for comments. Be concise.

- Comments must be courteous. Personal remarks or accusatory comments are always out of order. Profanity, disorderly language or gestures at meetings are prohibited.

No person shall address a public meeting of the Board without permission of the Chairperson. All persons in the audience shall, at the request of Chairperson, be silent. If after warning from the Chairperson, said person persists in disorderly behavior, said Chairperson may order the person to withdraw from the meeting, and, if the person does not withdraw, said Chairman may order a police officer or other appropriate authority to remove the person until the meeting is adjourned.

The posting of minutes both public and non-public shall be consistent with the requirements of RSA 91A:2 and 91A:3.

Approved by the Loudon Board of Selectmen on September 7, 2021