

MEETINGS POLICY AND RULES

PREAMBLE AND LEGAL AUTHORITY. The following rules for conduct of meetings of the Emerald Lake Village District, including regular monthly meetings of Commissioners with the residents, Commissioner Workshops, other workshops, and annual meetings, are adopted to facilitate the orderly conduct of meetings while preserving transparency and input by residents (whether voting or nonvoting), subject to any governing state laws or regulations such as those prescribing protocol for Annual Voting Meetings. All prior rules are hereby rescinded including those adopted on or about April 2, 1994 (“Commissioners’ Meeting Rules”) and February 7, 2006 (“Commissioners’ Meeting Minutes Processing Procedures”).

SECTION 1. GENERAL STATEMENT

1.1 Robert’s Rules of Order are not controlling, except they may be used as a reference by the Commissioners in their discretion at any time.

1.2 The rules herein do not apply to rulings and procedures set by a duly elected or appointed Moderator at the Annual Voting Meeting.

1.3 The Commissioners may set a meeting schedule which shall include at least one monthly meeting for the residents at large, the Annual Voting meeting, and such other meetings as deemed by them to be necessary. The Commissioners shall preside as a body over all such meetings, including workshop meetings. All meetings set by the Commissioners shall be and are open to the public and shall be preceded by notice, except as to those matters which fall within RSA 91-A:3 which shall be noticed but conducted by nonpublic session.

SECTION 2. ENFORCEMENT OF RULES

2.1 The Chair of the Board of Commissioners, or a Commissioner designated by the Board, shall supervise the conduct of any meeting, including the power to enforce these rules or provide exception thereto, as presiding official, unless overruled by a majority of the Board of Commissioners at the time by calling for a vote of the Commissioners on any particular point of order.

2.2 The Chair or other presiding officer as designated, shall have the power to terminate comments by any attendee, to seek removal of an attendee, or otherwise to take action in his or her sound judgment to maintain order.

2.3 The Board may waive these rules for good cause shown, as determined by the Board.

SECTION 3. CONDUCT OF MEETINGS

3.1 Any meeting may be conducted by a Commissioner designated or agreed to by the Board, and not necessarily the Chair thereof. Such person shall ensure that the meeting commences on time, that all agenda items that should be addressed are raised, and call for adjournment when timely.

3.2 The use of foul, threatening, obscene, sarcastic language or personal attacks, as well as any disruptive behavior, is prohibited; and may be responded to by request for removal, or calls to law enforcement by the presiding officer, and punishable as an offense as set forth in RSA 644:2 or other applicable law.

3.3 Any person(s) or entities wishing to request a particular Agenda item shall do so at least 5 days prior to a scheduled meeting to be considered, in writing, with a description of the issue and why it is of importance to the attendees at the meeting at large. If not complied with, the Board has the discretion not to address any such item for good cause.

3.4 No person shall speak unless recognized by a member of the Board of Commissioners. All attendees shall be expected to refrain from interrupting other speakers, shall limit their comments to no more than three minutes if so directed, shall direct all comments to the Board of Commissioners, and shall abide by these rules, as well as rulings by the presiding officer. The presiding officer may interrupt any comments from the floor and issue rulings or take other appropriate action to preserve the orderliness of the meeting, at any time.

SECTION 4. MINUTES

4.1 Minutes shall be taken for every meeting noticed by the Commissioners pursuant to RSA 91-A:2, by the Clerk if there is one, or by other person designated by the Board of Commissioners in the absence of a Clerk.

4.2 Minutes shall include names of members, persons appearing before the public bodies as invited per the Agenda, and persons making comment at a duly noticed Public Hearing; as well as a brief description of the subject matter discussed and final decisions. Minutes may be taken by any means, including notes and/or recording, for later compilation in writing.

4.3 Draft Minutes shall be posted on the District website and shall thereafter be formally adopted, with any changes noted, at the next regularly scheduled monthly meeting, after which they shall be considered final and all prior notes, recordings or other drafting tools may be destroyed or expunged unless a request therefor has been made.

4.4 Upon adoption, all Minutes shall be considered as the authoritative record of proceedings taken at the subject meeting.

4.5 Public access to such Minutes shall be governed by the District’s Right to Know Policy and Procedures, Section 1.2 quoted herein as adopted in 2014, or any future amendments:

“Public Meeting Minutes shall be posted as Draft copies on the website within a reasonable time subject to prevailing law (now five business days) after a public meeting is concluded, until adoption at the next regularly noticed meeting; at which time the minutes are final as adopted and any draft materials used to prepare minutes are no longer retained as a public record. The definition of draft materials shall not include personal notes or prior drafts, unless they have been provided to a majority of the Board or circulated as public as set forth in RSA 91-A:5, VII. Public Meeting Minutes may also be maintained in printed out form in the District Office.”

Adopted by vote of the Board of Commissioners on this ___ day of _____, 2014.

/s/ _____
John Dahood, Chair

/s/ _____
Denise DeForest, Commissioner

/s/ _____
Martha Caron, Commissioner