

Moderators Workshop Traditional Town Meeting “Beginners”

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Agenda

- ▶ Presentation - 9:00 to 10:00
 - ▶ Break - 10:00 to 10:10
- ▶ Presentation - 10:10 to 11:30
 - ▶ Break - 11:30 to 11:40
- ▶ Cordell Johnston, Postponement/SB3 - 11:40 to 12:00
- ▶ Hypotheticals - 12:00 to 1:00



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Town Meeting: Two Sessions

- ▶ RSA 39:2-a, I: Allowed towns/districts to adopt **official ballot**
 - Two sessions:
 - First: Ballot voting (officers, zoning, certain other questions by law)
 - Second: Town Meeting “Business Session” (voting on all other warrant articles)

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Important Statutes



RSA Chapter 40



RSA Chapter 31: Powers and Duties of Towns



RSA Chapter 32: Municipal Budget Act



RSA Chapter 33: Bonds/Long-term debt



RSA Chapter 39: Holding/Warning Town Meeting



RSA Chapter 35: Capital Reserve Funds

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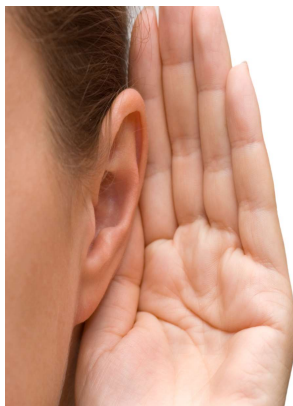
Moderator Preparation



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Prepare Yourself to Serve



- ▶ What's your plan?
- ▶ Local issues
- ▶ Rules of procedure
- ▶ Review warrant
- ▶ Expect the unexpected



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HUDSON TOWN MEETING DELIBERATIVE SESSION
DATE: February 3, 2024

NHMA
NEW HAMPSHIRE MUNICIPAL ASSOCIATION
EST. 1941

1. OPENING

- The Moderator called the meeting to order at: _____
- Presentation of the Flags: Police Honor Guard _____
- National Anthem sung by: _____
- Pledge of Allegiance to the Flag led by: Selectman _____

2. REMARKS BY THE MODERATOR

Let us and participants, this is the deliberative session of the Hudson Town Meeting. You will act as a legislative body to determine the final form of the Warrant Articles that will be voted on at the March 18th Election. All the Articles, by law, 400:22, be placed on the ballot. We will follow are the Moderator's Rules which are in the handbook you received at your check-in. If you have any questions about the rules, please feel free to ask for clarification at any time by raising a "Point of Order". This body may also vote to establish rules that you deem necessary. You may also vote to override any decision of the Moderator. If you are new to the deliberative session, please review these rules.

POINT TO PONDER

As a Legislature, we will be discussing the Warrant Articles before us. Please be respectful of all comments and opinions as you would want yours to be received. It is our prerogative and of the select, please are terms such as "the previous speaker", "the selectman", or "the budget committee member". All questions and comments are to be directed to the Moderator. There is no requirement that anyone must yield budget committee member. All questions and comments are to be directed to the Moderator. There is no requirement that anyone must yield budget committee member. All questions and comments are to be directed to the Moderator. There is no requirement that anyone must yield budget committee member.

3. Non-Voters

Non-voters on the floor:

Name	Function	Name	Function
Attorney for the Town			

4. Introduction of the members of the Board of Selectmen – Chairperson

5. Introduction of the members of the Budget Committee – Chairperson

6. Return of the Warrant by the Chairman of the Board of Selectmen to the Town Clerk

7. Reading of the Warrant Articles and Action of the Meeting:

8. Final Notes: Next Saturday, the School District Deliberative Session will take place here at 9 AM.
Please remember to vote on March 18th. Ward 1 will vote here at the Community Center and Ward 2 will vote at [Middle High School](#).

9. Adjournment: Motion made by: _____ Seconded by: _____

Vote Result: Yes: _____ Nay: _____

Meeting adjourned at: _____

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Your Team

- “Pro Tem,” 658:19
- “Assistant moderator,” RSA 40:3-a/RSA 197:19-a
- The “Supporting Cast”: Town clerk or district clerk, supervisors of the checklist, volunteer counters



Police?
Video or audio recording?

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The Voters

- Registered
- No proxies
- Make identification easy
- Non-voters



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Moderator's Authority & Duties

- ▶ RSA 40:4, I: Moderator's essential duties
- ▶ Basic procedural rules: RSA 40:4, II (postponement); :4-a (secret ballot); :4-b (questioning vote); :4-f (checklist); :10 (reconsideration)
- ▶ Preventing Disorder
 - ▶ RSA 40:7, speaking
 - ▶ RSA 40:8, disorderly conduct
 - ▶ RSA 40:9, commanding officer
- ▶ RSA 40:6: Failure to follow law



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Introduce

Explain/Recognize Advocate

Debate/Amend

Move On

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Voting

- ▶ Voice
- ▶ Hands (voting cards)
- ▶ Division (standing vote)
- ▶ Secret Ballot



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The Secret Ballot

Secret Ballot Voting, RSA 40:4-a, I (a)

- 5 voters
- Written
- Present, prior to vote
- Recount of secret ballot vote RSA 40:4-a, I(b)

Questioning a Vote, RSA 40:4-b

- 7 voters
- Orally or in writing
- Before other business

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**TOWN OF HUDSON MEETING
REQUEST FOR SECRET BALLOT
(RSA 40: 4-a,b)**

Date: _____ Article: _____ Amendment: _____

NAME ADDRESS

REQUESTED BY: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

**TOWN OF HUDSON MEETING
REQUEST FOR SECRET BALLOT
(RSA 40: 4-a,b)**

Date: _____ Article: _____ Amendment: _____

NAME ADDRESS

REQUESTED BY: 1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

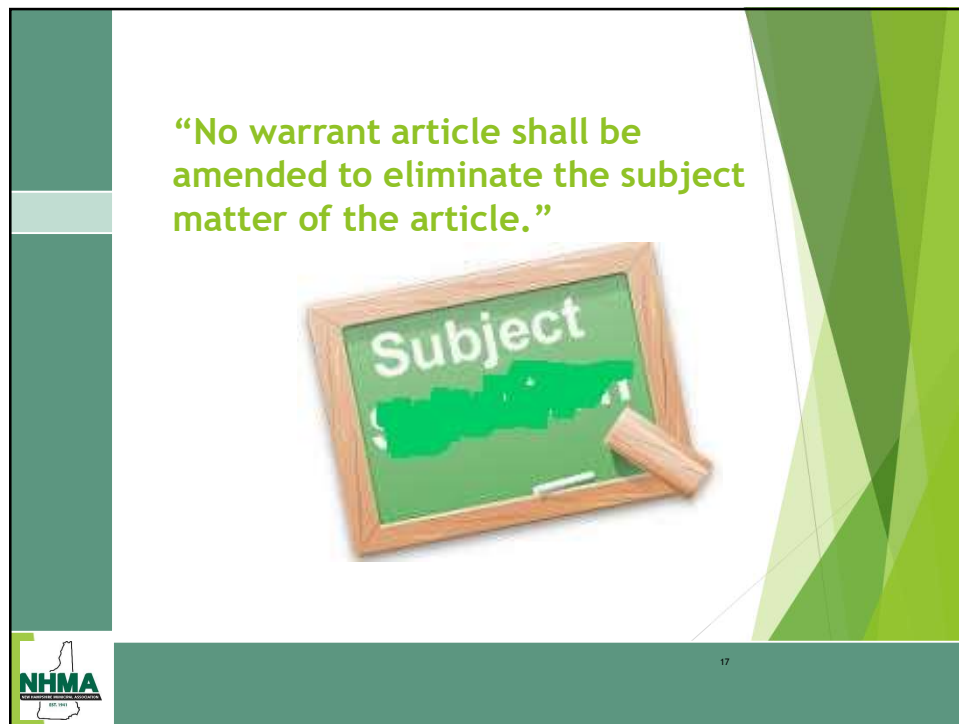
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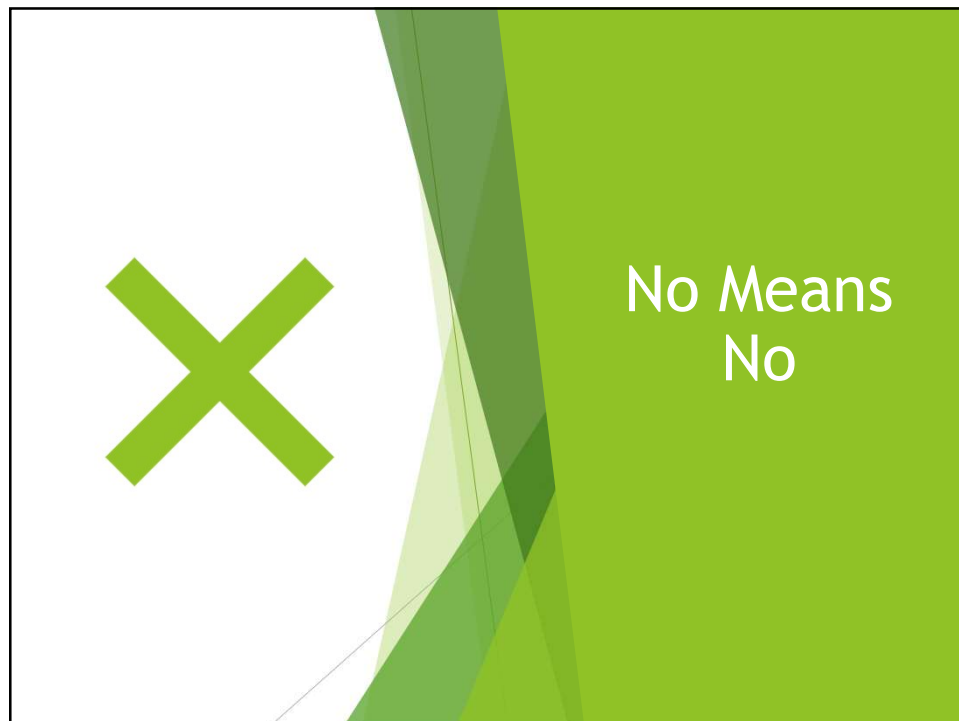
The subject matter of all business to be acted upon at the town meeting shall be distinctly stated in the warrant, and nothing done at any meeting, except the election of any town officer required by law to be made at such meeting, shall be valid unless the subject thereof is so stated. Provided that in a case where the article in the warrant calls for the appropriation of a specific sum of money, the sum of money appropriated thereunder may be decreased or increased by the vote of the town, provided further that in a town under the municipal budget act no increase shall be valid which would violate the provisions of RSA 32:18, except as provided in RSA 32:18-a.

Amending Warrant Articles RSA 39:2

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Bond Voting



- ▶ RSA 33:8-a
- ▶ Over \$100k: Public hearing prior to town meeting
- ▶ Bonds appear first on the warrant
- ▶ Ballot box for **each** bond
- ▶ Voting open for at least an hour on **each** bond
 - Voting periods may overlap
 - 2/3 vote required
 - Only count votes in affirmative/negative

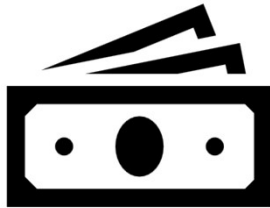
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Restricting Reconsideration, RSA 40:10

- ▶ **General rule:** Any vote can be reconsidered until the session adjourns, unless reconsideration has been restricted by vote of the meeting.
- ▶ Can't be restricted in advance of a vote
- ▶ Motion need not be in writing
- ▶ Motion can be made by a single person
- ▶ Motion to reconsider vote that has been restricted: Reconvene 7 days later to vote again!

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Budgetary Issues



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New Hampshire
Department of
Revenue Administration

MS-737

Supplemental Schedule

1. Total Recommended by Budget Committee	\$0
Less Exclusions:	
2. Principal: Long-Term Bonds & Notes	\$0
3. Interest: Long-Term Bonds & Notes	\$0
4. Capital outlays funded from Long-Term Bonds & Notes	\$0
5. Mandatory Assessments	\$0
6. Total Exclusions (Sum of Lines 2 through 5 above)	\$0
7. Amount Recommended, Less Exclusions (Line 1 less Line 6)	\$0
8. 10% of Amount Recommended, Less Exclusions (Line 7 x 10%)	\$0
Collective Bargaining Cost Items:	
9. Recommended Cost Items (Prior to Meeting)	\$0
10. Voted Cost Items (Voted at Meeting)	\$0

Budget Act & 10% Limitation

RSA 32:18
RSA 32:18-a
RSA 32:19



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DRA Authority

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Capital Reserve Funds, RSA Chapter 35

- ▶ Creation: Majority
- ▶ Discontinuance: Majority
- ▶ Changing purpose: 2/3
- ▶ Agents to expend: Majority
- ▶ Transferring funds: NO!



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Special Revenue Funds

- ▶ RSA 31:95-c
- ▶ Hearing prior to town meeting
- ▶ No agents
- ▶ Changes, 2/3 vote

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Revolving Funds



PURPOSES



AGENTS TO EXPEND

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Collective Bargaining



RSA 32:19—budget committee recommendations



RSA 32:19-a-presentation of cost items at annual meeting



RSA 273-A:1, IV- “cost items” cannot be amended



RSA 31:5, III—special meeting to reconsider

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Speech & Other “Expressive” Conduct

- Right-to-Know Law applies to deliberative session
- Who has the right to speak?
- Disruptive Speech/Disorder



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