

## CHAPTER 152

### BOARD OF SELECTMEN BYLAWS

**[HISTORY: Adopted by the Board of Selectmen 1-12-2004 by Ordinance No. 04-01. Amendments noted where applicable.]**

#### § 152-1 Purpose.

These Bylaws describe the duties and methods of operation of the Town of Pembroke Board of Selectmen.

#### § 152-2 Member responsibilities.

- A. All members shall make every effort to attend each scheduled meeting.
- B. Members of the Board have authority only when acting as a Board legally in session. No Board member shall take individual action or make statements on behalf of the Board except when such statement or action is pursuant to instructions from the Board. The Board shall not be bound by any action or statement of any individual Board member.
- C. No member of the Board may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law.

#### § 152-3 Officers.

- A. Election. The Board shall elect a Chair and Vice-Chair at the first regularly scheduled meeting following the swearing in of members elected at the Annual Town Meeting. Election shall be by a majority vote of those present.
- B. Chair. The Chair shall preside at all meetings of the Board and shall perform all duties required by law. The Chair shall sign official meeting minutes as revised and approved and shall forward them to the Town Administration Office.
- C. Vice-Chair. In the absence of the Chair, the Vice-Chair shall preside and assume all duties and responsibilities of the Chair, except for the appointment of Board members.

## § 152-4 Committees.

The Chair may, with consent of the Board, delegate members of the Board to investigate Town matters, to serve on subcommittees, and to perform other duties.

## § 152-5 Meetings.

A. Organizational meetings. An organizational meeting to elect officers shall be held in accordance with § 152-3A. The Board shall also establish a schedule for meetings.

B. Regular meetings. A more formalized meeting of the Board conducted in accordance with the order of the agenda contained herein.

C. Workshop meetings. A less formalized meeting of the Board generally conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.

D. Non-public session. A meeting of the Board held for consultation with Town Counsel; for strategy or negotiations with respect to collective bargaining; or in accordance with the provisions of NH RSA 91-A:3, II.

E. Committee meetings. Meetings shall be called by the Chair of the subcommittee.

F. Posting of meetings. All meetings shall be posted in accordance with NH RSA 91-A.

## § 152-6 Rules of order.

A. Quorum. A quorum shall consist of three members of the Board.

B. Agenda. The agenda shall be developed by the Town Administrator. Any Board member may request that an item be placed on the agenda by contacting the Town Administrator prior to the posting of the agenda. The agenda will typically adhere to the following format:

	Call to Order
	Public Hearings
	Citizen's Comment
	Old Business
	New Business
	Citizen's Comment
	Non-public Session
	Adjourn

C. Role of the Chair. The duties of the Chair are as follows:

- (1) To open the meeting at the time at which the Board is scheduled to meet by calling the members to order and to announce the business before the Board in the order to which it is to be acted upon.
  - (2) To recognize members entitled to the floor.
  - (3) To state and put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote.
  - (4) To enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal by any two members) unless the Chair prefers to submit the question for the decision of the Board.
  - (5) To authenticate by the Chair's signature, when necessary, all acts, orders and proceedings as directed by vote of the Board.
- D. Conduct of meetings. Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Roberts Rules of Order shall serve as a guideline with a vote of the Board being the final authority.
- E. Recording of votes. The vote of each member present shall be recorded.

### **§ 152-7 Appointment of Board representatives to Town boards, committees and commissions.**

A. The Chair shall request from members their choice of the committees, boards, and commissions that they wish to serve on as Selectman's representative. Boards, committees and commissions with Selectman's representative positions are: Budget Committee, Planning Board, Economic Development Committee, and Cable TV Committee. The Chair shall make the appointments at the next regularly scheduled meeting of the Board.

B. The term of all appointments of Selectman's representatives, including the terms of any ex-officio members of the Board of Selectmen serving on the Planning Board and Budget Committee, shall be for one year, or until the next Town Meeting, whichever is sooner.

### **§ 152-8 Audio Tape Policy.**

#### **[Added 6-7-2010 Board of Selectmen]**

The purpose of audio tapes are to assist paid staff in writing meeting minutes. The audio tapes are not the official record of the Board of Selectmen meetings. The audio tapes of the Board of Selectmen shall be kept until after the minutes of each meeting are officially approved by the Board of Selectmen. After the minutes are approved, the approved minutes become the official record of the meeting and the audio tapes will be erased. The public is welcome to listen to the audio tapes at the Town Hall during regular business hours until such time as the tapes are erased. Copies may be made of the audio tapes by members of the public. However, the audio tapes are not for sale nor may the original audio tapes be removed from Town Hall.

### **§ 152-9 Amendments.**

An amendment to these Bylaws may be moved at one Board meeting but shall not be voted upon until the next regularly scheduled meeting of the Board.