

WELCOME TO THE LYNDEBOROUGH SELECTMEN'S MEETING

Meetings of the Town Selectmen are formal proceedings. An agenda is provided for the convenience of the public.

GUIDELINES FOR CITIZEN PARTICIPATION

~ PROCEDURE ~

Meetings with Department Heads, Boards, and Commissions are open to the public unless they fall under the "nonpublic" category as specified in the Right to Know Law (RSA 91-A:II). Public comment may be allowed only at the Board's discretion.

Citizen Forums are meant to encourage the exchange of information between the Board and the public. No appointment is necessary. Those speaking should identify themselves and their topic. Typically it is anticipated there will be only one topic presented and the discussion with the time allotted at the discretion of the Board of Selectmen.

Citizen Participation is welcome beyond just the Citizen Forum. For more in-depth or serious discussions an appointment is required. To meet posting timelines and to allow for possible research, a written request outlining the issue is to be submitted to the Selectmen's Office by 3:00pm Thursday for a typical Wednesday Selectmen's meeting. The Board reserves the right to limit the number of issues to be discussed at any one meeting and the time to be allotted for discussion.

Public Hearings are advertised hearings that are scheduled periodically to set aside time specifically to hear from the public concerning a matter or issue in question. Comments from the audience are invited.

General Items on the agenda are not advertised public hearings. Public comments may be allowed at the Chairman's discretion.

To Address the Selectmen:

Speakers are requested to limit their remarks to five minutes. A group spokesperson is limited to ten minutes and the spokesperson's remarks will serve the entire group. These time constraints apply to both comments from the audience and during public hearings.

When you are called upon to speak, you are requested to:

1. Clearly state your name and address for the record.
2. State your position.
3. Present the Board with any written statement or petition you wish to submit.
4. All speakers must address the Chair.

Disorderly Conduct:

Conduct that is deemed disorderly by the Chair will not be tolerated. Pursuant to the decision rendered by the New Hampshire Supreme Court in 1977, the Chair will remove from the meeting any public official or any member of the general public who acts in a disorderly fashion.

Miscellaneous

An **Ordinance** or an **Amendment to an Ordinance** is a formal and binding type of Selectmen legislation. A roll call of the Selectmen is taken.

A **decision** of the Selectmen occurs when a majority of the Board votes to take a position or a course of action. Decisions are voted upon only when one Selectman moves a question and the question is seconded by another.

A **quorum** of the Board is necessary to undertake any vote. For the Board of Selectmen, a quorum constitutes two selectmen. Furthermore, no vote may be taken and no deliberation may occur except at properly posted meetings of the Board of Selectmen as provided in RSA RSA 91-A:3, or in emergency meetings that do not violate the intent or the spirit of the Right-to-Know Law.

OTHER TYPES OF SELECTMEN MEETINGS

Nonpublic: The New Hampshire Right to Know Law permits nonpublic or closed meetings only for the reasons specified in RSA 91-A:3 II(a-f) i.e. personnel, legal matters and acquisition of real estate. Minutes of non-public sessions are available to the public within 72 hours unless sealed.

THANK YOU FOR TAKING TIME TO PARTICIPATE IN YOUR SELECTMEN'S MEETING