

## **Northwood Deliberative Sessions (2017)**

### **Moderator: Hal Kreider**

Unless changed by the voters present at the meeting, the following processes / procedures will be used in our deliberative sessions:

#### **Participants**

Every person who wishes to participate in the meeting must be a registered voter, be checked in and have a ballot sheet.

If requested by a registered voter, Individuals who are not registered voters may also speak, but only to provide information / expertise.

#### **Participant Interaction**

No one speaks unless he / she has the floor

No one may have the floor without being recognized by the moderator

The ONLY exception to the above is to raise a Point of Order

Every speaker must use a microphone when he / she speaks

For the benefit of the Moderator and the Body, the Speaker must clearly state name before speaking

All speakers must remain "on topic"

Everyone gets a chance to speak before someone gets to speak a second time

When speaking a second time, you are expected to raise new points / provide new info

You will lose the floor if needlessly repetitive

You may not make comments AND move to end discussion on the same turn

All speakers must be courteous

Personal attacks or inappropriate language will not be tolerated

The Moderator will request that disorderly people be removed from the meeting

#### **Meeting Agenda and General Process**

Primary purpose of the meeting is to consider all the Articles on the Warrant

Order of consideration is based on the order of the Articles in the Warrant, unless modified by the body

We will follow a simplified meeting process – Move, Discuss, (Amend), and Vote

One amendment at a time; no amendments to amendments or other complications

#### **Other Meeting Rules / Procedures**

Voting will be by show of the full ballot sheet

On close votes Moderator will request a count

Voting by secret ballot may be requested on any vote

Request must be in writing and signed by 5 voters who are present

Request must be received prior to the end of discussion

So there is no perception that the Moderator might be favoring one side or another, the Moderator will not vote on any non-secret ballots and will only vote as part of the body if there are secret ballots.

By majority vote, the body can overrule any decision by the Moderator

Begin process to do so by raising a Point of Order

If there is something you do not understand about how the meeting is being conducted, please ask

If there is something you want to accomplish but do not know how, please ask

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### **Process for each Article**

Moderator will announce each Article and then read the Article

Moderator will recognize the Party responsible for the article

Responsible Party will make motion to "Place article on ballot as written / read"

Expect Responsible Party to second the motion

Maker of the motion will have first opportunity to speak / make presentation (3 minute limit waived)

Article will then be open for discussion to all

All questions / comments directed to the Moderator

The Moderator will identify who responds to questions

If requested by a registered voter, non-resident officials / experts will be allowed to speak

However, they are only to provide information / expertise – no opinions

Unless specified by the Moderator, speaking time will be limited to ~ 3 minutes

If speaking a second time, you are expected to make new point / raise new question

Similar process for Amendments

At end of discussion / amendments, Moderator will call for a vote

Vote will be to place Article on the ballot *as written / read OR as amended*

### **Other Points Regarding Articles**

Motions regarding reconsideration of an Article can only be made after the final vote on an Article

RSA's that restrict amendments to articles

Fair notice to voters; cannot add, change eliminate purpose of an Article - RSA 39:2

Can amend \$ amount – RSA 40:13 IVc

DRA has authority to delete an appropriation not made in accordance to State statutes

Secret ballots may be requested on any article while the article is in process

Request must be in writing and signed by at least 5 petitioners who are physically present

### **Additional Meeting Information / Requirements**

Meeting Presentations by Voters

Some meetings will be equipped for the projection of Articles,

If so, Voters may also use projector for presenting their information when speaking

Presentations must be submitted to the Moderator at least 7 days in advance

Presentations must be compatible with all meeting equipment and software

Unless voted by the body, standard time limits for speaking will apply

Literature / Handouts may be provided at the meeting by Voters

Handouts from voters cannot be placed in the same area as the Governing Body's information

The Voter(s) responsible for the literature must be clearly identified on the handout

Personal attacks or inappropriate language / info will not be tolerated

Handouts not meeting the criteria above will be removed by the Moderator

Non-Profit Tables / Sales

Community non-profit organizations may request tables at the meeting

Requests must be submitted and approved by the Moderator 7 days in advance

Whatever space is available will be approved and allotted first-come; first served