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 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 requests 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