

Budget Committee Rules of Order

Resolved, that the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern meetings of the Goffstown Municipal Budget Committee in all cases to which they are applicable and in which they are not inconsistent with New Hampshire Revised Statutes Annotated (NHRSA), nor any special rules of order the meeting may adopt.

PUBLIC COMMENT: The public is welcome to address the Budget Committee during periods announced by the chair. Each person desiring to speak during public comment shall state his/her name, street and if not a Goffstown resident, his/her town and shall fill out the roster provided by the Committee Secretary or staff liaison.

The Presiding Officer shall schedule appropriate public comment time for Goffstown residents at the beginning and end of each regular meeting. The Presiding Officer, at his/her discretion, may allow other speakers for a germane topic. Public comment speakers are limited to three (3) minutes each. If speakers have longer comments, or more information to share, they may mail or email them to the chair via the staff liaison who will then distribute them to the committee members. Comments must be germane to the Budget Committee and its purview.

Unless a concern expressed at the public comment period or an agenda appointment is an urgent matter, the Committee may take up the concern at the next regular meeting under Old Business.

TOWN/SCHOOL OFFICIALS AND INVITED EXPERTS: May speak on a limited basis and only if recognized by the chair. They should raise their hand if they feel they have highly pertinent information, but the chair reserves the right to ignore them, as they are NOT members of the committee.

When a motion is on the floor, their comments must be limited to providing factual information; they are not permitted to argue their case while the Budget Committee is considering a motion, although they may do so before a motion is on the floor during the general discussion period. The Budget Committee reserves the right to ask questions of town/school officials at any point during deliberations, particularly if the intention is to establish factual information relevant to the motion under consideration.

VOTING: Voting is done by a show of hands. A majority vote is all that is required (no two-thirds votes). If several members abstain from voting, a majority of votes will determine the outcome, even if a majority of the committee is not voting. There is no secret balloting for the Budget Committee. Proxy voting is not allowed, although members may phone in to participate in meetings and may vote by voice, so long as a quorum of the committee is present at the published meeting location (RSA 91-A).

RECORDING THE VOTE: The chair will count the vote, and all names in favor, opposed, or abstained from the vote will be specified for the record, unless the vote is unanimous. Anyone who abstains has the right to briefly state his/her reason.

ELECTION OF CHAIR AND OTHER OFFICERS: The Budget Committee will use a simple nomination and election process at the annual organizational meeting each year to elect the Chair and Vice-chair (RSA 32:15, VI). Additionally, the committee will use that same process to elect any other officers that the committee may choose to incorporate into their structure,

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such as a secretary, as the committee sees fit.

SELECTION OF BUDGET COMMITTEE REPRESENTATIVES TO OTHER BOARDS & COMMITTEES: At the annual organizational meeting, the Chair shall notify the committee of any anticipated opportunities to participate on other boards or sub-committees as a representative of the Budget Committee. Each year this shall include the Capital Improvements Program Committee, a sub-committee of the Planning Board. Other sub-committees may include those as requested by the School Board or Select Board. The Chair will provide an overview of the assignment, including anticipated meeting schedules and subject matter, if available, then the Chair will ask committee members who are interested in participating in the assignment to raise their hand or otherwise state their interest. The Chair will then appoint a Budget Committee representative from those who stated their interest in the assignment.

If additional opportunities arise throughout the year, the Chair shall put the information forward at the next meeting for the Committee to discuss, state their interest, and appoint a representative on the Committee's behalf, using the same method as described above from the organizational meeting.

EMAILS: The Budget Committee will follow all applicable RSA 91-A laws with respect to Right-to-Know laws. It is recommended that any information needing to be distributed to the full committee be shared through the assigned staff liaison at Town Hall. As all Budget Committee meetings must allow Public Access, we cannot hold discussions via email.