

2020 Milford Town Deliberative Session
Moderator's Rules of Procedure

New Hampshire law authorizes the moderator to establish Rules of Procedure for the Deliberative Session and also gives the voters the power to overrule the moderator's rules and rulings.

These Rules of Procedure are how the moderator will govern the meeting, in the absence of any challenges to these rules, to ensure a fair and orderly meeting.

1. Registered voters must check in at the checklist table, where they will receive a sticker that must be worn while in the hall and a voting card. Anyone wishing to speak must wear this sticker in order to be recognized.
2. Non-residents will be allowed to speak only after a positive vote by the meeting on a motion to allow the non-residents to speak.
3. When a vote is called for, registered voters will vote on the motion by holding up their voting card. The moderator will cast a vote only to break a tie or to create a tie.
4. Anyone wishing to speak must do so at the microphone in the center aisle. A "Point of order" may be called out but the question must be asked at the microphone.
5. Please state your name and street address the first time you approach the microphone. For subsequent trips to the microphone, simply stating your name will be sufficient.
6. All questions or comments must be directed to the moderator, not to individual officials, committee members or audience members.
7. **Except for presenters explaining proposed articles, speakers have a three-minute time limit. If the speaker asks a question, one follow-up question is allowed before stepping away from the microphone.** A speaker's additional questions or comments on the issue may be raised only after all other speakers already in line have spoken.
8. Discussion and voting will be taken one amendment at a time.
9. Affirmative motions to "Call the question" limit debate and require a second and then a two-thirds majority vote to pass. Anyone wishing to call the question must do so from the microphone. Speakers may not call the question immediately after addressing the issue.
10. The motions to call the question and to restrict reconsideration of a warrant article are not debatable. Upon a second, the moderator will ask for a vote by the meeting.
11. The meeting may, on an article-by-article basis, restrict subsequent reconsideration of the vote on a warrant article. The motion to restrict reconsideration does not have to be made immediately after the original vote. Upon a vote to restrict reconsideration, the moderator will prohibit any further action on that question.

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Continued from the other side

12. After an affirmative vote to call the question, anyone already in line as well as members of the Board of Selectmen and the Budget Advisory Committee who had already indicated a desire to address the topic will be permitted to speak on the issue.
13. While a proposed amendment to just the dollar amount may be made verbally, an amendment that changes the language of a question must be submitted in writing. Time will be allowed for the voter to write the proposed language on a piece of paper.
 - i. Except for the dollar amounts, the language of the warrant article for the operating budget is stipulated by state statute and may not be changed.
 - ii. State statute also stipulates that the language of the warrant article for a collective bargaining agreement, including the dollar amounts of the proposed agreement, cannot be changed.
14. A petition for secret ballot must be submitted to the moderator prior to a vote by at least five voters. The five voters must be present when the petition is submitted (RSA 40:4-a).
15. The moderator shall take a secret yes/no ballot vote when seven or more voters present question any non-secret ballot vote immediately after the moderator declares the result of the vote and before any other business is begun (RSA 40:4-b).
16. Five voters present may request a recount of any secret yes/no ballot vote if the request is made immediately after the results are announced. Further, the moderator will order a recount immediately if the secret yes/no vote margin is less than 10% (RSA 40:4-a).
17. All speakers must be courteous and must address the issues, not the individuals who are raising them. **The moderator will not allow personal attacks or inappropriate language.** The moderator may command a police officer or legal voter to remove from the meeting and detain any person conducting him or herself in a disorderly manner (RSA 40:9)
18. Any of the Moderator's Rules of Procedure may be overturned by a simple majority vote.

(signed) Pete Basiliere
Town Moderator