

## **The following are the general Rules of Order for Fremont Town Meetings (SB2)**

When you arrive at the meeting, residents who are currently registered to vote, please go directly to the Supervisor of the Checklist and have your name checked off, at which point you will be given a voter card. These cards should be held up during any and all votes to express your desire to vote yes (you agree), no (you disagree) or abstain (no vote) on each Article or meeting process.

(When leaving the meeting please return voter cards to the check-in tables.)

Unless changed by the voters at the Meeting, the Town Moderator will use the following Rules of Procedure to conduct the Town Meeting:

- The meeting will be run by a simplified version of Robert's Rules of Order. If at any time a voter does not understand the process that is taking place, he/she can stand up at their seat. At which point the meeting will pause until their question(s) are answered.
- By majority vote, the voters can overrule any decision that the Moderator makes and any rule that the Moderator establishes. A voter can raise such a request by issuing a "Point of Order."
- Non-voters may not speak at the Meeting without the permission of the voters except, the Moderator will allow non-resident Town staff, consultants or experts who are at the Meeting to provide information about an Article, to speak.
- With the exception of initial presentations on Articles the Moderator requests be limited to ten (10) minutes, all speakers in debate will be limited to four (4) minutes.
- No one may speak unless he or she has the floor
  - No one may have the floor unless recognized by the Moderator
  - Except for "Points of Order," the Moderator will not recognize speakers unless they are standing at, or holding one of the microphones
  - Each speaker must provide his/her name and address
  - Each speaker may only speak once until everyone has spoken
- All questions and comments should be addressed to the Moderator. The Moderator will choose who responds to the questions.

- The Moderator will allow only one motion on the floor at a time. There are two exceptions to this rule:
  - A voter may raise a “Point of Order” at any time, and
  - If a voter has the floor, the voter may make
    - A motion to amend the pending motion or
    - A motion to “Call the Question”.
- If a person from the Legislative Body would like to “Call the Question” on an Article in process, it must be done from one of the provided microphones. In addition, the Moderator shall have the right to refuse to recognize a motion to “Call the Question”, if, in the Moderator’s opinion, the voters have not yet had an adequate opportunity to discuss an issue.
- Any vote on a bond issue over \$100,000 must be voted on by secret ballot. In addition, any five (5) voters may require that the vote on any Article or question be by secret ballot. To do so:
  - The written request must have all five (5) voters names and signatures
  - All five (5) voters must be present and identified, and
  - The request must be presented to the Moderator at either the opening of the meeting or prior to the end of debate on the Article or question.
- Voters are hereby warned that if they leave after a particular Article they are interested in has passed or failed, it can be brought up for reconsideration (at a later point in the meeting) in which case your vote could be nullified, unless RSA 40:10 has been voted to restrict reconsideration. Basically it is to your advantage to stay until the meeting has completed.

It is in the best interest of the Town and all those who attend to handle themselves with dignity and decorum throughout the meeting process. Please remember, an educated vote is the best vote.

Thank you,  
Michael Rydeen, Town Moderator

(The next page contains a simple flow diagram of how an Article will be processed via Robert’s Rules)

**A**

Article X read by the  
Moderator for  
Consideration

**B**

Motion #1

Motions are generally made  
by the Governing Body  
(Selectmen or School)

At this stage somebody could ask for  
an Amendment to the Article

Motion #2

**C**

Article X has been motioned and seconded it is open for Discussion

**D**

Discussion

Discussion

Amendment

"Call The Question"

Test for  
Consensus

Fail

Motion Failed

Pass

Motion Granted

**E**

If there are no more Discussions then Article X  
will be placed on the ballot as it currently stands

**F**

Somebody could make a motion to "Restrict from  
Reconsideration" (First Motion)

(Can be made by  
anybody in the  
Legislative Body  
or Governing  
body)

Motion #2

Test for  
Consensus

Fail

Motion Failed

Pass

Motion Granted

## A Simplified Flow Of Roberts Rules for SB2

## **A Simplified Flow of Roberts Rules of Order for SB2**

- A.** Moderator will read the Article up for consideration in its entirety.
- B.** The Article will be moved and then seconded. These are generally made by the Governing Board present.
- C.** Moderator will notify the Legislative Body that the Article is now open for discussion.
- D.** Both the Governing Board and Legislative Body are allowed to present their information ONLY on the Article PRESENTLY being addressed. At this point, motions to amend the current Article can be made. Once there is a second, discussion on that amendment can be heard. Once discussions are complete on the amendment, a vote will be taken. Then discussion can continue on the “amended” (if passed) Article. This will continue until the Legislative Body believes that Article to be in ballot-worthy state.

### “Call the Question”

In Roberts Rules, when somebody motions to “Call the Question”, this means that they believe that enough discussion has been heard by the Legislative Body to be able to make an educated vote. At which point all discussion will be stopped and a vote to “End Discussion” will be taken. If the motion passes, no further discussion will be heard and a final vote will be taken on the current position of the Article. If the motion fails, then further discussion is allowed.

- E.** In accordance with SB2, if the Legislative Body has no further discussions or amendments, then the Article will go to the ballot as it stands (amended or not).
- F.** “Restrict from Reconsideration” – As a final step, an Article can be restricted for reconsideration. This will prohibit an Article from being modified at a later time in the meeting. The first motion is to “Restrict from Reconsideration” and the second can be made by any voter, or the Governing Body. A vote is then made to determine if the motion passes or fails.