

**TOWN OF LOUDON
MODERATOR'S RULES OF PROCEDURE**

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

- 1) The Moderator will not follow Robert's Rules. The Moderator will use the following general rules of procedure, whose main purpose is to keep the meeting moving.
- 2) 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 Point of Order.
- 3) The Moderator will take Articles in the order that they appear on Warrant unless the Moderator announces the intent to take Articles out of order.
- 4) The Moderator will consider each Article, as follows:
 - a) The Moderator will announce the Article number, and the text of the Article will be made available at the Meeting. The Moderator or designee will read the full text of the Article.
 - b) The Moderator will recognize a member of the Select Board, or a petitioner (if a petitioned Article) to move the adoption of the Article. For petitioned warrant articles, the petitioner should be at a microphone when their Article is being read so they can move the adoption of the article.
 - c) If the Motion is seconded, the Moderator will recognize a member of the Select Board or a petitioner to explain the Article, or another town official with expertise on the Article.
 - d) The Meeting will debate and then vote on the Article.
- 5) Everyone who speaks must use a microphone so they can be heard. If a voter is unable to reach one of the stand-up microphones, the voter should raise his/her hand and a hand-held microphone will be provided.
- 6) No one may speak unless he or she has the floor.
 - a) No one may have the floor unless recognized by the Moderator.
 - b) Except for Points of Order, the Moderator will not recognize speakers unless they are standing at or holding one of the microphones.
 - c) Each speaker must clearly provide his/her name and address and then pause to allow the Clerks to record this information.
 - d) Even if a voter does not have the floor, a voter may speak to raise a Point of Order, to challenge a Moderator's ruling, or to request to overrule the Moderator.
- 7) The Moderator will allow only one motion on the floor at a time. There are three exceptions to this rule:
 - a) A voter may raise a Point of Order at any time, and
 - b) If a voter has the floor, the voter may make
 - i) a motion to amend the pending motion, or
 - ii) a motion to Call (or Move) the Question
 - iii) a motion to Table
- 8) The Moderator will not accept negative motions, which are motions that require a "no" vote to vote in the affirmative such as "I move that we not adopt the budget."
- 9) Motions to Call the Question and limit debate require a 2/3 vote. If passed, these motions stop debate on

a motion. However, all those voters who are standing at a microphone, and/or anyone seated at the head table who has previously told the Moderator that he/she wishes to speak on the motion will be allowed to speak. In addition, the Moderator shall have the right to refuse to recognize a Motion to Call (or Move) the Question, if, in the Moderator's opinion, the voters have not yet had an adequate opportunity to discuss an issue.

- 10) Non-voters may not speak at the Meeting without the permission of the voters except, the Moderator will allow non-resident Town officials and consultants or experts (e.g., town legal counsel) who are at the Meeting to provide information about an Article to speak.
- 11) All speakers must be courteous and must speak to the issues, not the individuals raising them. The Moderator will not allow personal attacks or inappropriate language. Speakers are discouraged from repeating points made by previous speakers.
- 12) If any person behaves in a disorderly manner, and after notice from the Moderator, persists in such behavior, or shall in any way disturb the meeting, or willfully violates any rule of proceeding, the Moderator may have a police officer remove such person from the meeting. (RSA 40:8).
- 13) All questions and comments should be addressed to the Moderator. The Moderator will choose who responds to the questions.
- 14) Except for initial presentations on Articles which the Moderator requests be limited to five (5) minutes, all speakers in debate will be limited to three (3) minutes.
- 15) Each speaker may only speak once until everyone has spoken.
- 16) The Moderator may determine the method of voting except as determined by law. However, any voter who doubts the accuracy of any non-counted vote may require the Moderator to determine a vote by a counted show of hands (voting cards) or counted standing vote.
- 17) Any vote on a bond issue of 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:
 - a) All five (5) voters must be present and identified, and
 - b) The request must be presented in writing to the Moderator prior to the end of debate on the Article or question.
- 18) The Moderator may vote on all Articles and Motions. Articles and Motions are defeated on a tie vote.
- 19) The body can restrict reconsideration of any previously considered article. RSA 40:10
- 20) If the Meeting is not finished at 4:00 PM, the Moderator will ask the consent of the voters to continue past 4 PM, or, in the Moderator's discretion, may call for a recess of the Meeting to a future date.

Rodney Phillips
Moderator, Town of Loudon
Revised February, 2023