



# TOWN OF NEWTON, NH

## OFFICE OF THE SELECTMEN

### Selectmen By-Laws



## I. Mission Statement

The Town of Newton is committed to developing smart growth policies and protection of our natural resources, using three general principles for good planning, which include but are not limited to sustainability, mobility and livability. The Town will continue to provide services to our residents that will enhance the safety and general well-being of the community.

## II. The Board of Selectmen

The duty of the Board of Selectmen, as per RSA 41:8, is to “manage the prudential affairs of the town”. The Board of Selectmen establish policies, set the long-term goals and direction for the provision of municipal services, and review and authorize budgetary expenditures and other appropriations deemed necessary for municipal services.

## III. By-Laws

**A. Purpose:** These By-laws describe the duties and methods of operation of the Newton Board of Selectmen.

### **B. Organization**

#### **1. Responsibilities of Members**

- a) Selectmen shall make every effort to attend each scheduled meeting.
- b) Selectmen shall make every effort to attend “Right to Know” training.
- c) Selectmen shall make every effort to attend “Budget and Finance” training.
- d) Selectmen shall be liaison or ex-officio to one or more Departments, Boards, or Committees.
- e) Selectmen shall be present at the Polls for all Elections.
- f) Selectmen shall use their official Town email addresses for official communications.

#### **2. Officers**

- a) Selection – A Chair and Vice-Chair shall be elected by the majority vote of the selectmen at the first regularly scheduled meeting following the swearing in of members elected at the annual Town Meeting.
- b) Duties – The Chair shall preside at all meetings of the Board and perform all duties required by law. In the absence of the Chair, the Vice-Chair shall preside and assume all duties and responsibilities of the Chair.
- c) Duties of the Chair:
  - To open the session by calling the members to order.
  - To announce the business before the Board in the order in which it is to be acted upon.

- To state and put to vote all questions and to announce the result of the vote.
  - To assist in expediting all business in every way compatible with the rights of the members.
  - To enforce the observance of order and decorum at all meetings.
  - To sign official documents as directed by the majority of the Board.
- d) The Board of Selectmen shall make every effort to attend the committee and/or board meetings that they are liaison or ex-officio to.

### **C. Operation**

**1. Meeting Types:** generally conducted in accordance with the order of the posted agenda.

- a) Work Sessions – An informal public meeting of the Board conducted for the purpose of providing Board members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.
- b) Non-Public Sessions – A meeting of the Board conducted to discuss legal, personnel, or other issues in accordance with RSA 91-A:3.
- c) Emergency Meetings – A meeting of the Board of Selectmen in accordance with RSA 91-A:2, II; conducted when immediate undelayed action is imperative. The Chair shall notify each member in accordance with RSA 91-A:2, II.
- d) Public Hearings – A formal meeting of the Board conducted to obtain public comment on a specific topic. Public comment is allowed during a public hearing when parties whose rights may be affected have the right to be heard. When the selectmen hold a public hearing to consider buying or selling land, or accepting unanticipated grants, any member of the public who wishes to speak will be allowed to do so in accordance with RSA 31:95-b.

### **D. Rules of Order**

- 1. Quorum** – A quorum shall consist of a majority of the Board.
- 2. Agenda** – An agenda is a schedule of topics to be covered during the scheduled meeting. It shall be published as the meeting notice and included in the minutes.
  - a) Selectmen wishing to place an item on the agenda must notify the Chair.
  - b) Citizens wishing to place an item on the agenda shall contact the Selectmen’s office.
- 3. Adjournment** – A motion to adjourn will be considered after the completion of the order of business, unless a motion has been made at the start of the meeting to adjourn at a specific time.

*Adopted: February 17, 2011  
Amended: May 1, 2018*

Respectfully,

Robert S. Donovan, Jr., Chairman

Lisa L. Gonyer, Vice-Chairman

Lawrence B. Foote

James L. Doggett

Matthew A. Burrill

BOARD OF SELECTMEN