

Meredith Select Board
OPERATIONAL GUIDELINES

The Meredith Select Board hereby ordains to adopt these operational guidelines pertaining to the functions of the Board and the conduct of its members.

I. GENERAL INFORMATION

A. The Select Board for the Town of Meredith consists of five equal members who shall operate by majority vote to manage the prudential affairs of the Town and perform the duties prescribed by law in accordance with the Right to Know Law (RSA 91-A)

B. Individual Select Board members have no authority to make decisions on behalf of the Town or to take any action as a Town Official except upon a majority vote of the Board or as otherwise allowed by law. This does not prohibit Select Board members from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters to the extent that such information is based on encounters and observations derived outside of the privileged purview of a Select Board member.

C. The Select Board derives its authority from New Hampshire State Law as specifically set forth in the Revised Statutes Annotated and as further established under common law (court decisions). A general rule of thumb is the Select Board does not have the final authority to act on any particular issue unless there is a specific law granting such authority or when Town Meeting has lawfully delegated such authority to the Select Board.

II. GETTING ORGANIZED

A. The first meeting of the Select Board following the Oath of Office being administered to any of the members shall include

(1) Voting on the Election of Officers

- Chair
- Vice-Chair

[NOTE: There is no provision in these guidelines for an established order based on length of service in the selection of officers, nor is there any provision that would prevent a Select Board member from serving consecutive or more than 2 terms as Chair or Vice Chair.]

(2) Voting on Select Board members' Liaison Assignments

- Planning Board ex-officio
- Waukegan Watershed Advisory Committee
- CIP Advisory Committee
- Belknap County Economic Development Council
- Energy Committee
- Ad-Hoc Representatives as may be deemed necessary by the Board

(3) Voting on the Establishment of a Meeting Schedule

(4) Voting on the Establishment of Goals & Objectives

[NOTE #1: Nothing in these guidelines shall prevent the Select Board members from voting by majority to table such decisions until such time as the Board members may be ready to act, nor shall these guidelines be construed as preventing the Select Board members from voting on these matters at any other time upon a vote of the majority.]

[NOTE #2: Nothing in these guidelines shall prevent the Select Board members from voting to replace the Chair or Board Liaisons at any time during any duly posted public meeting upon a determination by the remaining Board members that the Chair or Liaison has acted inappropriately or exceeded his/her authority or upon a request to be replaced.]

B. The Chair for the first meeting of any new Board shall be the person most recently chosen to serve as Chair or in the absence of a previously designated Chair, it shall be the previously designated Vice-Chair, otherwise it shall be the most senior person as determined by length of service; until such time as the new Chair is selected.

III. DUTIES OF SELECT BOARD MEMBERS

A. Chair

The Chair shall preside over all meetings and shall have the authority to:

- (1) Maintain order and control of the agenda.
- (2) Ensure that informal parliamentary procedures are followed.
- (3) Place limits on the length of time and the content of input provided by meeting participants.
- (4) Call for a special or emergency meeting.
- (5) Request the voluntary (or involuntary removal by a Police Officer) of persons who disrupt the business of Town government.
- (6) Represent the Town at ceremonial events and serve as the Town's Chief Executive Official.
- (7) Serve as the Board spokesperson by presenting the official viewpoint of the Select Board to the media, citizens, government agencies, civic groups and others based upon a majority vote.

[NOTE: nothing herein is intended to prohibit the remaining members of the Select Board from attending ceremonial events or voting to override a ruling of the Chair, nor is anything intended to prevent the Chair from delegating his/her authority as may be deemed necessary.]

B. Vice-Chair

The Vice-Chair shall have all of the duties and responsibilities of the Chair in the event of a vacancy, disqualification or absence.

C. Partial List of Select Board member's Duties & Responsibilities

The following is a partial list of the Select Board member's duties and responsibilities, as compiled from New Hampshire Practice, Local Government Law by Peter J. Loughlin, Knowing the Territory by the New Hampshire Local Government Center and the Town of Meredith Annual Town Meeting records. [NOTE: Further clarification of the obligations of the Select Board with regards to implementation of its authority can be found in the Town of Meredith Administrative Code, Town of Meredith Personnel Policies, Collective Bargaining Agreements (union contracts) and the compilation of Town of Meredith Ordinances and Regulations.]

Accept, Refuse to Accept & Convey Tax Deeds (RSA 80)

Accept Donations & Approve Gift Expenditures (RSA 31:19)
Accept Town Streets (RSA 674:40-a)
Act as Agents to Expend Capital Reserve Funds (RSA 35:15)
Adopt Personnel Rules (RSA 41:8)
Adopt Police Policies (RSA 105:2-a)
Adopt Purchasing Policies (RSA 41:9)
Adopt Welfare Guidelines (RSA 165:1)
Appeal Wetlands Permit Decisions of the NH Department of Environmental Services (RSA 482-A: 10)
Apply For, Accept & Expend Unanticipated Money (RSA 31:95-b,)
Appoint, Direct & Control an Emergency Management Director (RSA 21- P:39)
Appoint Election Inspectors (RSA 658)
Appoint Town Manager (RSA 37:2)
Appoint Town Counsel & Manage Litigation (New Hampshire Practice §486)
Appointments & Removals to Boards & Committees (RSA 669:75)
Appraise Taxable Property & Issue Abatements & Approve Exemptions (RSA 72, 74-76)
Approve Appointments of Deputy Town Clerk-Tax Collector & Deputy Treasurer (RSA 41:29-a, 45-c)
Approve Budget Line Item Transfers (RSA 32:10)
Approve Expenditures from Revolving Funds (RSA 31:95-h)
Approve the Acquisition of Real Property Interests in the Name of the Town by the Conservation Commission (RSA 36-A:4)
Approve Town Expenditures (RSA 41:9)
Assessment of Betterments (RSA 23 1:29)
Assessment of Current Use Change Taxes (RSA 79-A)
Assessment of Timber Taxes (RSA 79)
Assessment & Payment of Educational Taxes (RSA 194:7, & 198)
Assign Names to Town Streets (RSA 23 1:133)
Authorize the Use of Sidewalks and Local Highways for OHRV's (RSA 215-A:6)
Call Special Town Meetings (RSA 39:1)
Convey Town Land (RSA 41:14-a,)
Encumber Unexpended Funds (RSA 32:7)
Enforce Remedies & Penalties for Injuries Done by Dogs (RSA 466:22)
Enforcement of Zoning Ordinances (New Hampshire Practice §483)
Establish & Maintain Internal Control Procedures (RSA 4 1:9)
Establish Boards & Committees (RSA 41:8)
Establish Fees (RSA 41:9-a,)
Fill Vacancies in Elective Offices (RSA 669:61-75)
Issue an Extent Against a Tax Collector (RSA 85:5)
Issue a License to Carry a Loaded Weapon or Designate Such Duties (RSA 159:6)
Issue & Negotiate Tax Anticipation Notes (RSA 33:7, ART. 14 ATM 3/9/94)
Issue Licenses for Use of Streets (RSA 31:99,100,102-a, 286:2)
Issue Permits for Charity Raffles (RSA 287-A:7)
Layout Town Highways (RSA 231)
Negotiate Collective Bargaining Agreements (RSA 273-A)
Negotiate Inter-Municipal Agreements (RSA 53-A: 1 & I 62-G)

Negotiate a Payment Schedule for Library Appropriations (RSA 202- A:II)
 Nominate the Appointment of a Health Officer (RSA 128:1) & Approve Appointment of Deputy Health Officer (RSA 128:5-b)
 Notify the Public, Hold Public Hearings & Issue Orders on the Operation of Dams & Flumes (RSA 482)
 Order the Cutting or Removal of Trees within a Designated Scenic Highway (RSA 231:158)
 Order Reconstruction of Railroad Crossings over Local Highways (RSA 373:2)
 Perambulation of Town Boundaries (RSA 5 1:2)
 Prepare Budget Recommendations (RSA 32)
 Prepare the Annual Town Report (RSA 41:13-14)
 Prepare Town Meeting Warrants (RSA 39:2)
 Propose Amendments to the Zoning Ordinance, or Building Code (RSA 675:3)
 Regulate Entertainment and Dancing for On-Premise Liquor Licensees (RSA 179:19)
 Regulate Fireworks (RSA 160-B)
 Regulate Hazardous & Dilapidated Buildings (RSA 155-B)
 Regulate Junk Dealers (RSA 322:1)
 Regulate Junkyards (RSA 236:115)
 Regulate Noise (RSA 3 1:39,)
 Regulate the Operation of Snowmobiles (RSA 21 5-C:3 1)
 Regulate Pool Tables & Bowling Alleys (RSA 286:6)
 Regulate Town Highways, Sidewalks & Commons (RSA 41:11)
 Regulate Town Property (RSA 41:11-a)
 Request a Special Election to Fill a State Representative Vacancy (RSA 66 1:8)
 Remove Elected Officials from Office for insanity or incapacitation (RSA 41:12) or for cause [RSA 41:16-c (Town Clerk)41:26-d (Treasurer) and 41:40 (Tax Collector)].
 Serve as Election Officials (RSA 658:9 & 659:95)
 Serve as Local Governing Body (RSA 672:6)
 Adopt Health Regulations (RSA 147)
 Sit on the Municipal Records Disposition Committee (RSA 33-A:3)
 Submit Reports to NH Department of Revenue Administration (RSA 21- J:34)

IV. BUSINESS PROTOCOLS

A. Non-Public Sessions

The Select Board may meet in non-public session only to discuss the subject matters referenced in RSA 91-A:3, II , provided that such action is preceded by a motion, second and roll call vote that indicates the precise reasons for entering a non-public session, including a reference to the applicable statutory citation; and furthermore provided that such action can only take place during a duly posted public meeting. Upon the close of non-public session business, the Select Board may, by 2/3 vote, seal the minutes until such time as divulgence is otherwise permitted under law (RSA 91-A:3, III,); otherwise a draft of the non-public session minutes shall be made available for public inspection in the Office of the Town Manager within 72 hours.

B. Minutes

An original document of all minutes from all meetings of Select Board shall be signed by the Board following a majority vote to approve such minutes; whereupon they shall be transferred to the custody of the Office of the Town Clerk-Tax Collector as soon as practical. The minimum content of the minutes shall be as set forth in RSA 91-A:2 & 4 , but nothing herein is intended to prohibit the Select Board members from including such additional information as they may deem necessary. Sealed minutes shall be held in the custody of the Office of the Town Manager. Draft minutes shall be noted as such.

C. Non-Meetings

There are a few specific situations where the Select Board is permitted under law to conduct official business without posting notice of a meeting or taking minutes as set forth in RSA 91-A:2, I. These non-meetings may be held during the course of a non-public session or upon the conclusion of a public session meeting or at any other time that is convenient to the participants.

D. Emergency Meetings

RSA 91 -A:2, II defines the circumstances and explains the procedures for the Select Board to have a meeting with less than 24 hour notice. Such meetings require an emergency where immediate un delayed action is deemed to be imperative by the Chair and advance notification must be provided (by staff) as soon as possible to the local newspapers and on the Town's website.

E. Public Hearings

(1) Public hearings are generally held for the following reasons: (a) to solicit input on proposed regulations, ordinances, fees or special events with significant community impacts; (b) to resolve a personnel matter upon a request from an employee to hold such proceedings in public; (c) to settle an appeal of a decision made by a Town employee; (d) in response to a petition to layout or accept a public highway; or (e) for the purpose of deciding any question affecting the conflicting rights or claims of different persons, when the subject matter falls under the jurisdiction of the Select Board. It should be noted the Select Board cannot legally preside over hearings when such responsibilities or decision-making authority has been delegated by statute or ordinance to some other party, (such as subdivision approvals, appeals of administrative decisions of the Building Inspector.) It should also be noted that the Select Board ordinarily will not hold hearings to resolve conflicts that can only be, or appropriately should be, decided by the courts

(2) During such proceedings, the Board members should refrain from expressing any opinions unless specifically asked or until such time as all other speakers have had an opportunity to speak and the hearing is then closed by the Chair. Select Board members may, however, ask questions of speakers and respond to questions if they so choose. Typically a hearing should begin with some type of opening remark from the Chair and then a presentation or viewpoint from a supporter of the subject matter or the person requesting the hearing and thereafter alternate with opposing views. In the case of contested proceedings, each party should be given one opportunity to make closing remarks and a rebuttal. (See also RSA 43 for specific requirements under certain situations.)

(3) Decisions of the Board following a public hearing should always be in the form of a motion and vote.

F. Consent Agenda

In order to facilitate the daily operations of Town government, the Select Board members may sign routine documents such as payroll changes, payment manifests, tax warrants, abatements and correspondence without the necessity of a public meeting. Furthermore, it should be noted that such documents must be made available for public inspection unless specifically exempt by law and any Select Board member may require any such document to be acted upon and/or discussed by the Board at a meeting prior to the signatures of a majority taking effect.

G. Lack of a Quorum

In the event that two Select Board members are absent from a meeting, the remaining three members of the Board shall constitute a quorum and all decisions made shall have the same effect as any other decision of the entire Board, unless otherwise prescribed by law. In the event that three Select Board members are absent from a meeting no official meeting can take place and therefore no decisions can be made.

H. Remote Participation in Meetings

The provisions of RSA 91-A:2, III shall apply to the remote participation of a Select Board member at a public meeting of the Board by telephone or video conference, only upon the consent of the remaining members of the Board.

I. Voting Abstentions

In the event that a Select Board member should voluntarily abstain from voting, such action shall not count towards the tally of a vote for the purposes of determining the majority viewpoint. If more than two Select Board members abstain from a vote, no action shall be taken.

J. Illegal Votes

It is illegal for the Select Board to make any decisions by use of a secret ballot or by e-mail or in such a way as to be contrary to the Right to Know Law.

K. Disqualifications

Select Board members should disqualify themselves from the Board and step down from all participation in deliberations (to include voting) on any subject matter where there is a conflict of interest or perceived conflict of interest. A Select Board member should voluntarily disqualify himself /herself whenever he/she has a direct personal or pecuniary interest in the outcome. In addition, a Select Board member should disqualify himself/herself when acting in a quasi-judicial capacity based on a juror's standard of impartiality. [NOTE: There are no circumstances when a majority of the Board members can refuse to allow a Select Board member to participate in the official proceedings of the Board, however, Select Board members are encouraged to publicly disclose any and all potential conflicts of interest and to thereafter defer to the view of the majority in determining whether or not to step down.]

L. Voting Procedures

Votes should be taken by the Board upon a motion and a second whenever the Board members wish to go on record as having made a decision on behalf of the Town. In some instances, however, the Board may wish to convey its opinion or consent by a simple consensus process.

M. Role of the Town Manager

The Town Manager shall ensure that all meetings of the Select Board comply with the requirements of NH law, (public notice, postings, non-public sessions, public hearings, minutes, etc.) In addition, the Town Manager shall be available during meetings to provide advice and recommendations to the Select Board members upon request. The Town Manager shall also perform all of the duties and responsibilities as set forth in the job description for the position or as otherwise determined by the Select Board.

N. Correspondence

- (1) The Office of the Town Manager shall open all mail addressed to Select Board members at the Town Offices unless marked confidential and/or personal.
- (2) In-coming correspondence addressed to the Select Board or an individual Select Board member should be promptly shared with all members of the Board and the Town Manager. The Town Manager may respond on behalf of the Board to routine questions of an administrative nature (with copies provided to the Select Board members)
- (3) Select Board members should not sign or use official Town letterhead without the consent of the majority of Board members.

O. Political Issues

Select Board elections are, by law, non-partisan. Select Board members should refrain from publicly endorsing political candidates or political parties while acting in an official capacity (as at Select Board meetings, Town meetings, or as election observers inside the polling area). This does not apply to intra-Board elections or to Board appointments.

IV. SELECT BOARD MEMBERS'S CODE OF CONDUCT

A. Select Board Meetings

The following guidelines are presented as a list of suggestions for Select Board members to consider in order to facilitate the management of the Town:

- (1) Be prepared for all meetings by reading the materials in advance of the meeting.
- (2) Actively participate in all deliberations.
- (3) Be respectful of differences of opinion. Treat others with dignity and attentiveness.
- (4) Be fair and open-minded.
- (5) Attend all meetings to the greatest extent possible; otherwise notify the Chair in advance to request that an absence be excused.
- (6) Demonstrate the characteristics of honesty, integrity and positive role-model leadership.
- (7) There should be no hesitation to express a viewpoint or present the opinions of concerned citizens.
- (8) Research and requests for additional information are strongly encouraged, but it is suggested that the Town Manager be utilized to process all inquiries from staff.
- (9) Be attentive to the remarks of others during a meeting, including input received from members of the public, staff and other Town Officials.

B. General Rules

The following guidelines are intended to assist the Select Board members in the performance of their official duties:

- (1) Do not make unilateral promises, threats or decisions on behalf of the Board.
- (2) Be very cautious about making promises with regards to a future vote or the treatment of any individual.
- (3) Do make yourself available to listen to (or read about) constituent concerns.
- (4) There is a fine line that is often impossible to identify between “acting in concert with personal beliefs and principles” vs. “acting in the best interests of the Town based on a specific set of circumstances”. Follow your conscience.
- (5) Do not cast blame for problems without having all the facts. In most instances it is better to steer conversations towards identification of problems and possible solutions rather than pointing fingers at individuals who may have made mistakes.
- (6) Do not be afraid to explain that you were not aware of a certain situation or that you may not know the answer to a specific question about Town government. There are many resources available for you to get the right answers in a short period of time. Also keep in mind that the right answer may not always be the answer desired, but this will always be better than giving misinformation or false hope.
- (7) Friendships and business relations should not be a deciding factor when making decisions in the best interests of the Town. A true friend will understand and respect the need for a Select Board member to avoid the appearance of favoritism.
- (8) The business of running the Town often requires perseverance, patience and long-term planning. The existence of phrases such as “Rome wasn’t built in a day” and “the wheels of government grind slowly” is indicative of a frustrating reality at times. However, Select Board members are encouraged to be mindful of their role in the posterity of future generations while dealing with current issues.
- (9) Keep in mind that the eyes of Meredith are upon you. The things you say and do and the people you associate with are a reflection on your character as an official who is elected to represent the Meredith community.
- (10) Try to avoid being a player on either end of the rumor mill. Work towards earning (and keeping) a reputation for having integrity.
- (11) Statements made by individual Select Board members that amount to personal attacks or public insults (regardless of the setting) will impede the ability of the Select Board to function in the best interests of the Town.
- (12) Privileged information should not be shared or discussed with anyone other than the parties directly involved. In some instances the disclosure of privileged information can result in legal consequences (for both the town and the individual) and/or removal from office.
- (13) In the event a Select Board members becomes aware of any wrong-doing on the part of an elected or appointed Town Official, this knowledge must be shared with the remaining members of the Board during a non-public session meeting prior to any action being taken.
- (14) Select Board members are indemnified by a Town insurance policy from liability for official conduct that is taken within the confines of their duties and responsibilities. Select Board members are also covered under the Town’s worker’s compensation insurance policy as “employees”, but they are not eligible for any other employee benefits, other than compensation that may be set from time to time by the Select Board, with the approval of Town Meeting.

C. Relationships with Other Elected Town Officials

- (1) Select Board members are encouraged to maintain open lines of communication and positive relations with other elected Town Officials for the sake of facilitating municipal operations.

When discussing Town business, such communications should be prefaced as either being a personal viewpoint or the official position of the Board, as may be appropriate.

(2) In the event that a Select Board member is aggrieved by a decision or action that is taken by an elected Town Official, the issue should be shared with the remaining members of the Board during a public or non-public session meeting (as allowed by law) prior to any action being taken.

(3) The role of the Select Board in any proceedings related to the removal from office of an elected Town Official is specifically set forth in law and must be followed in a precise manner.

D. Relationships with Other Town Boards & Committees

(1) The Select Board members should be mindful of the statutory authority granted to certain Boards and Committees with a goal of assisting such agencies in the fulfillment of their mission to the greatest extent practical. This is especially relevant in dealing with the Town's Legislative Body (Town Meeting) as well as the Planning Board and the ZBA

(2) Whenever the Select Board decides to establish a board or committee that is not prescribed by law or is otherwise under the Select Board members' jurisdiction, the Board shall adopt a resolution that specifies the name of the agency, the number of members and alternates if desired, the length of terms, the mission of the agency, (to include duties, responsibilities and authority), residency requirements, the date by which the agency shall cease to exist and any other information deemed relevant.

(3) In some situations the role of the Select Board in any proceedings related to the removal from office of members of Boards and Committees is specifically set forth in law and must be followed in a precise manner. However, there are also situations where the Select Board may have the authority to replace members with or without cause and with or without specific process as may be allowed by law.

(4) Select Board members who serve as ex-officio members (or Liaisons) of other Boards and Committees are expected to vote and act in a manner that is consistent with the majority viewpoint of the Board, to the extent known and practical.

(5) All Town Boards and Committees are subject to the Right to Know Law and must therefore comply with all provisions of RSA 91-A.

E. Relationships with Other Select Board members

(1) It is recognized under NH law that a chance meeting or social event involving a quorum of the Board (three or more members) does not constitute a "meeting". However, individual Select Board members must not discuss any Town business during such situations.

(2) Communications between Select Board members during meetings or public events should always take into account a level of decorum that is commensurate with the position of elected leaders of the Town. Accordingly, it is expected that Select Board members will conduct themselves in a professional manner at all times; and that members of the Board can ultimately agree to disagree in the event of differences of opinion regardless of the circumstances or the intensity of feelings.

(3) All written communications between Select Board members may be considered public documents under the law. This includes emails and handwritten notes. Select Board members can be held personally (and financially) liable by a court for destruction of any such documents or willful violations of the Right to Know Law. In general, Town business should not be

conducted by means of serial exchanges of e-mails or text messages between Select Board members, as these may constitute meetings or otherwise be subject to the Right to Know Law.

F. Relationships with Staff

(1) It is requested that Select Board members generally deal with staff issues or requests for information through the Office of the Town Manager at all times. This is not to imply, however, that Select Board members must do anything differently from ordinary residents with regards to routine government services (such as vehicle registrations, permit applications, etc.) in which case Select Board members should expect to be treated in the same manner as every other “customer”.

(2) In the event a Select Board member observes an employee exhibiting inappropriate behavior, such conduct should be promptly referred to the Town Manager and may also be disclosed to the other members of the Select Board during a non-public session of a meeting.

(3) Select Board members should be aware that staff meetings are not open to the public and these meetings are not subject to the Right to Know Law. Members of the Select Board should only attend these types of meetings upon invitation or request of the Town Manager

(4) Select Board members are encouraged to meet as individuals on a regular basis with the Town Manager to exchange information and share ideas. Such meetings are not subject to the Right to Know Law; however, any written documentation that is exchanged may be subject to public disclosure.

(5) Select Board members should never solicit political favors, contributions or election support from Town employees who are expected to remain neutral in such matters at all times, but especially during work.

(6) Disciplinary decisions made by Department Managers and/or the Town Manager must be implemented without consulting the Select Board or individual Select Board members in order to preserve the juror status and impartiality that is required for the Board and its members to serve as an appeals body.

G. Relationships with Legal Counsel

(1) The Town Attorney works for the Town of Meredith under such terms and conditions as may be determined solely by the Select Board. Consultations between the Select Board members and legal counsel are exempt from the Right to Know Law.

(2) Members of the Select Board generally should communicate with the Town Attorney through the Office of the Town Manager. Often times the Town Manager may be able to provide legal answers without incurring any legal expenses.

(3) Select Board members who have a legal question about Town business that is not of an urgent or emergency nature who do not wish to involve the Town Manager in such an inquiry, are expected to discuss this matter with the remaining members of the Board during a non-public session of a meeting prior to contacting the Town Attorney directly.

(4) Select Board members who have a legal question about Town business of an urgent or emergency nature who do not wish to involve the Town Manager are authorized to contact the Town Attorney directly, provided, however, that the nature of the communication shall be put into writing and shared with all Board members as soon as practical.

(5) From time to time Select Board members are individually served with a lawsuit in the exercise of their duties. Because the timing of the Town's response can be a critical component in a lawsuit, Select Board members should immediately notify the Town Manager if they have been sued as a Town Official. The Town Manager will then forward copies of the lawsuit to all of the Select Board members and the Town Attorney and the Town's insurance carrier. (Sometimes the Town's insurance carrier will provide and pay for legal counsel in which case the Town Attorney may not be involved in the proceedings.)

H. Relationships with the Media

(1) It is recommended that Select Board members never go "off the record" when communicating with a reporter. Keep in mind that there may be times when it is in the Town's best interest for a Select Board member to have no comment.

(2) Select Board members should be very careful and cautious when choosing words during a conversation with a reporter (or in the presence of the media) to avoid being misquoted, or having words taken out of context, or disclosing information that should not be made public.

(3) Although the Chair serves as the official spokesperson for the Board, there is nothing in these guidelines that is intended to prevent any other member of the Select Board from speaking with the media and offering a personal viewpoint that may differ from the Board. In such case, the member should clearly state that the view expressed is personal and not necessarily that of the Board.

(4) Newspaper accounts of municipal events are not always an entirely accurate depiction of the factual circumstances. Accordingly, members of the Select Board should not make decisions based solely on reports in the newspaper or on television or other media outlets.

I. Relationships with Civic Organizations & Citizens

Select Board members are encouraged to visit with members of local civic organizations and concerned citizens to solicit feedback and input on government operations and/or discuss current issues, public events and personal viewpoints concerning Town affairs.

J. Ethics

Individual Select Board members should not seek to exert any undue influence or interference in the exercise of the official duties of other Town Officials or employees. In the event that a Select Board member has legitimate personal interests in the outcome of a government function, and he/she acts as a private citizen in pursuit of that objective, then he/she should thereafter disqualify himself/herself as a Select Board member in any matters related thereto.

K. Violations

(1) There are no defined consequences under NH law for failure to comply with these guidelines. However, it should be noted that the remaining members of the Select Board may vote to publicly censure a Select Board member for repeated or egregious failures to meet these obligations.

(2) In the event that a quorum of the Board is of the opinion that one of the Select Board members has violated State Law, then they may vote in public session to initiate judicial removal

proceedings and/or petition a court of competent jurisdiction for the imposition of such other penalties as may be allowed by law.