

TOWN OF EXETER DELIBERATIVE SESSION MEETING
MODERATOR'S RULES OF PROCEDURE

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

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, and not get bogged down in procedural quagmires.
 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. Zoning Amendments may not be amended by this Meeting, but they can be discussed and debated. To streamline the meeting, the Moderator will take out of order all proposed zoning amendments and bring them up for discussion after the rest of the business of the Meeting is concluded.
4. The Moderator will consider each Article, as follows:
 - a. The Moderator will announce the Article number, read the Article and the text of the Article will be displayed on the overhead screen or will be otherwise made available at the Meeting.
 - b. The Moderator will recognize a member of the Select Board or a Town Official to open discussion of the Article. In the case of a Petition Warrant Article, the Moderator will recognize the lead Petitioner to open discussion of the Article.
 - a. The Meeting will debate the Article and any Amendments to the Article and vote on any Amendments to the Article.
5. Everyone who speaks must use a microphone so they can be heard. Please bring your voter card to the microphone.
6. No one may speak unless he or she has the floor.
 - a. No one may have the floor unless recognized by the Moderator.
 - a. Except for Points of Order and "Seconds" on Motions, the Moderator will not recognize speakers unless they are standing at one of the microphones.
 - b. Each speaker must provide his/her name and the street where they live, including

anyone who raises a Point of Order or Seconds a Motion.

- c. Even if a voter does not have the floor, the voter may speak to raise a Point of Order, to Second a Motion, to challenge a Moderator's ruling, or to overrule the Moderator.

7. All Motions (except a Motion to Limit Debate/ Call the Question or a Motion to Restrict Reconsideration) must be in writing and delivered to the Moderator. The Moderator will allow only one motion on the floor at a time, except:

- a. A voter may raise a Point of Order at any time, and if a voter has the floor, the voter may move to "Call the Question."
- b. A motion to "Call the Question" needs to be made at the microphone, after the voter has stated his or her name and address and after the Moderator has recognized the voter.

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 limit debate and require a Second and 2/3 vote.**
If passed, these

Motions stop debate on a motion. However, all those voters who are standing at a microphone and anyone seated at the head table who has previously indicated to 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 the Question, if, in the Moderator's opinion, the voters have not yet had an adequate opportunity to discuss an issue.

10. Non-residents and non-voters may not speak at the Meeting without the permission of the voters. The Moderator will seek the permission of the voters to allow non-resident Town officials, or consultants 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.

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 violate any rule of proceeding, the Moderator may have a police officer, or any legal voter of

the Town, remove such person from the meeting. (RSA 40:8).

13. All questions and comments should be addressed to the Moderator, not the officials on the stage. The Moderator will choose who responds to the questions.
14. With the exception of initial presentations on Articles, which the Moderator requests be limited to ten (10) minutes, except for Article 4, the proposed Police Station and Fire Substation, which will take more time, all speakers in debate will be limited to three (3) minutes. The Moderator will allow presenters of a Petition Warrant Article, or others speaking in favor of or against a Warrant Article or Amendment, to use a PowerPoint or similar presentation, provided that: (a) the presentation is e-mailed at least 24 hours in advance to the Moderator at kmiller@dtclawyers.com; (b) the presentation is compatible with the laptop computer on the dais, and (c) the speaker speaks from the microphone, limited to either 3 or 10 minutes, as the case may be, and directs the Moderator or her Assistant to advance the presentation on the computer.
15. Each person may speak only once, until every person who wishes to speak has spoken.
16. All votes will be by a show of hands holding voter cards. The Moderator will ask voters to stand ***and raise their voter cards***, if necessary to count the votes.
17. 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, stand and be 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. Motions to reconsider an Article may only be made immediately after the vote on the Article and may only be made by a voter who voted on the prevailing side of the vote to be reconsidered. However, the following limits may apply to the reconsideration of an Article:

Optional Restriction: Voters may postpone reconsideration of any Article at this Meeting by voting to restrict reconsideration of the Article in accordance with RSA 40:10. If the Meeting passes such a motion, the result would be that the actual reconsideration could only occur at an Adjourned session held at least

seven (7) days after today.

Reminder: Since any rule of the Moderator or decision of the Meeting can be reversed or changed at any time prior to the end of the meeting by a majority vote of the Meeting, there is no rule that can be adopted that can absolutely prevent the reconsideration of an Article.

19. The Moderator may vote on all Articles. However, the Moderator plans to vote only in two (2) instances:

- a. To break a tie or
- b. To make a vote a tie vote if a motion the Moderator opposes would otherwise carry by one (1) vote.

20. The Moderator may call one or more Recesses in the Meeting for breaks. If the Meeting is not finished at 4:00pm, the Moderator may, but is not required to recess the Meeting to a future date.

Kate Miller, Town of Exeter Moderator

February 2, 2024