



BOARD OF MAYOR AND ALDERMEN ORGANIZATIONAL MEETING

January 2, 2024 at 12:00 PM
Aldermanic Chambers, City Hall (3rd Floor)

Mayor and All Aldermen

AGENDA

The Mayor calls the meeting to order.

The Mayor calls for the Pledge of Allegiance.

A moment of silence is observed.

The Clerk calls the roll.

1. The Mayor advises that a motion is in order to adopt the rules of the Board of Mayor and Aldermen.
Ladies and Gentlemen, what is your pleasure?
2. The Mayor entertains a nomination for Chairman of the Board, term expiring January 2026.
3. The Mayor presents committee assignments with first named as chair.

This being a special meeting of the Board, no further business can be presented and a motion is in order to adjourn.



RULES OF BOARD OF MAYOR AND ALDERMEN

As adopted January 2, 2024

MEETINGS

RULE 1. (Regular Meetings)

Regular meetings of the Board shall be held on the first and third Tuesday of each month at 7:00 PM. In the months of June, July, August and September, regular meetings shall be held on the first Tuesday only. Should any such Tuesday be a legal holiday, the Mayor shall schedule the meeting some other day that week. Should any such Tuesday be an election day the Mayor, on the recommendation of the City Clerk, shall schedule the meeting some other day.

RULE 2. (Special Meetings)

Subject to the requirements of the Right-to-Know Law, the Mayor or a majority of the Aldermen elect may call a special or emergency meeting of the Board of Mayor and Aldermen through the City Clerk. Except by the unanimous consent of all members elect, only matters contained in the notice shall be considered at a special meeting.

RULE 3. (Public Participation)

Public comment sessions shall be conducted at each monthly regular meeting. This allows residents of Manchester the opportunity to address the Board on items of concern affecting the community. The session shall be a period of time not to exceed thirty minutes during which any member of the public may have two minutes to address any single topic.

At the discretion of the Mayor, members of the public may be given up to a total of three minutes to speak. A member of the public must register name and topic with the City Clerk prior to the session beginning. A registered member of the public cannot relinquish allotted time to another speaker. The Mayor reserves the right to select speakers of different issues to be permitted to speak, in order to provide a forum of various topics to be presented.

RULE 4. (Opening Meeting; Quorum)

The Mayor shall take the chair at the hour appointed, and the Clerk shall call the roll. A quorum shall consist of the Mayor and a majority of the Aldermen elect. In the absence of the Mayor, a quorum shall consist of the Chairman of the Board or a Chairman pro tem and a majority of the Aldermen elect.

RULE 5. (Absence of Mayor)

In the absence of the Mayor, the Chairman of the Board shall preside. If there be no Chairman, or if the Chairman is absent, the Clerk shall call for the nomination of a Chairman pro tem. The Chairman or the Chairman pro tem, as the case may be, shall relinquish the chair on arrival of the Mayor.

RIGHTS AND DUTIES OF MAYOR

RULE 6. (Mayor to Preside)

The Mayor shall preserve decorum and order. The Mayor may speak to points of order in preference to other members and shall decide all questions of order, subject to an appeal, to the Board.

RULE 7. (Debate)

The Mayor may call members to the chair, provided such substitution shall not continue longer than one meeting. The Mayor may express an opinion on any subject under debate; but in such case shall leave the chair and appoint some other member to take it, and the Mayor shall not resume the chair while the same question is pending; but the Mayor may state facts and give an opinion on questions of order, without leaving their place.

RIGHTS AND DUTIES OF ALDERMEN

RULE 8. (Decorum)

Members shall address the presiding officer, shall confine their remarks to the question under debate, shall avoid personalities, and shall address another member by name, the ward represented or the place seated. No member shall be interrupted by another, but by rising to call to order, or to correct a mistake.

SUCCESSION OF BUSINESS

RULE 9. (Order of Business)

Unless otherwise directed by the Board, business shall be addressed in the following order:

- a) The journal of the previous meeting shall be read, and if no objection be made, it shall stand approved.
- b) The consent agenda consisting of a list of items determined by the City Clerk in conjunction with the Mayor to be routine. Any item may be removed from the consent agenda on request of any member. Action on items remaining on the consent agenda may be taken on one motion.
- c) Presentations, if any, are to be made.
- d) Such nominations, appointments, elections, and confirmations as may be in order shall be considered and disposed of.
- e) Reports of committees shall be called for and acted upon.
- f) Petitions shall next be called for and disposed of by reference or otherwise.
- g) Communications.
- h) The order of the day shall be taken up meaning by order of the day, the business remaining unfinished at the previous meeting.
- i) New business may be introduced by any member of the Board.

MOTIONS, QUESTIONS AND VOTES

RULE 10. (Motions)

When a motion is made and seconded, it shall be considered by the Board and not otherwise.

When a motion is under debate, no motion shall be received, but:

- a) to adjourn;
- b) to lay on the table;
- c) to postpone to a certain day;
- d) to commit;
- e) to amend;
- f) to postpone indefinitely; and
- g) the previous question.

These motions shall have precedence in the order in which they are arranged.

RULE 11. (Voting)

Every member of the board present when a question is put forth, except when the member has a direct personal or financial interest in the matter as defined under Article IX Standards of Conduct of the city charter, shall vote. Abstention from a vote by any member shall include an explanation of the interest in conflict with the matter before the board. Any member with a conflict of interest is prohibited from participating in the discussion on the matter as soon as the conflict becomes known.

RULE 12. (Reconsideration)

A motion for the reconsideration of a vote shall be open for debate, but such motion shall not be considered unless made by a member voting with the majority, or unless notice be given at the meeting at which the vote is passed, in which case, the motion shall be made at the next regular meeting after and only one motion for the reconsideration of any vote shall be permitted.

COMMITTEES

RULE 13. (Mayor Appoints Committees)

At the commencement of the municipal year, the following standing committees shall be appointed by the Mayor.

Accounts, Enrollment and Revenue Administration; Administration and Information Systems; Bills on Second Reading; Committee on Community Improvement; Finance; Human Resources and Insurance; Lands and Buildings; and Public Safety, Health and Traffic.

Said committees shall consist of five members each except the Committee on Finance, which shall have fifteen members.

RULE 14. (Chairman First Named)

In standing committees, except that of Finance, the member first named shall be chairman. The Mayor shall be Chairman of the Committee on Finance, and shall appoint a member of the Board to be vice- chairman. If the Mayor, acting as Chairman of the Committee on Finance, shall be absent from the City, incapacitated or otherwise unable to perform his duties as chairman, then the vice-chairman may schedule committee meetings and preside there at. No committee shall sit during the session of the Board without special leave.

RULE 15. (Special Committees)

All special committees of the Board shall consist of three members, unless a different number is ordered, and no report shall be received from any committee unless agreed to in committee actually assembled, and all reports shall be made in writing. The Chairman of the Board shall name the Committee Chairman, who in turn shall choose the members of the Committee. When the special committee has gone through with the subject referred to them it shall diligently report back the proceedings to the Board.

RULE 16. (Committees to Report)

It shall be the duty of every committee of the Board to whom any subject shall be especially referred, to report thereon at the earliest convenience. Upon written petition to the City Clerk by the Mayor or by any three members of the Board, any subject previously referred to a committee shall be brought forward and placed on the agenda at the next regularly scheduled meeting of the Board.

ORDINANCES, RESOLUTIONS AND ORDERS

RULE 17. (Titles and Enacting Clause)

The titles of all ordinances and resolutions shall be prefixed upon their introduction and the enacting style shall be but one recited in each ordinance. Titles shall be descriptive and shall describe the subject matter of the ordinance or amendment.

RULE 18. (Ordinance Procedures)

Ordinances shall be referred to the Committee on Bills on Second Reading for its report and following acceptance of the report they shall be read again and the question shall be on passing same to be enrolled. When such Ordinances have passed to be enrolled, they shall be referred to the Committee on Enrollment. Upon being examined by the Committee and found to be properly enrolled, the same shall be reported to the Board and the Ordinances shall be read a third time when the question shall be on passing the same to be ordained. Ordinances shall not be amended after they pass to be enrolled. Ordinances which have passed to be ordained shall then be signed by the Mayor.

RULE 19. (Ordinances Changing Job Class Specifications)

Ordinances providing for changes in class specifications, reclassifications, reallocation or the establishment of a new class specification shall be reviewed by the Committee on Human Resources and Insurance. Upon approval by the Committee, the City Clerk shall submit such ordinances to the Board of Mayor and Aldermen where the question shall be on passing same to

be Ordained without referral to committee or any other action by the Board. Nothing in this rule shall prevent a majority vote of the Board of Mayor and Aldermen from adopting any such aforementioned ordinance under the provisions of Rule 16 of the Board without the approval of the Committee on Human Resources.

RULE 20. (Resolution Procedures)

Resolutions authorizing the appropriation of money shall be presented at a regular meeting, referred to the Committee on Finance for its report and following acceptance of the report shall lay on the table for not less than five days, after which they shall be read again and the question shall be on passing same to be enrolled. Resolutions authorizing the transfer of money within appropriated funds may be presented at a regular or special meeting, referred to the Committee on Finance for its approval, after which they shall be read again and the question shall be on passing same to be enrolled. Resolutions shall not be amended after they have passed to be enrolled. Resolutions which have passed to be enrolled shall then be signed by the Mayor.

RULE 21. (Appropriation Resolution and Penalty Ordinances) Resolutions appropriating money and ordinances imposing a penalty are invalid unless presented at a regular meeting, referred to its proper committee and after the report of the committee shall have laid upon the table for a period of not less than five days before final action thereon. This rule being taken from the charter cannot be suspended.

RULE 22. (Road Hearings)

Petitions for the discontinuance of public highways and petitions to release and discharge from public servitude shall be filed with the City Clerk for processing. No such petition shall be accepted by the City Clerk unless the petition describes in detail the parcel involved with specific reference to the plan, if any, on which the parcel in question is platted. The City Clerk shall refer all such petitions directly to the Department of Highways. The Department of Highways, in consultation with the Planning Department if necessary, shall ascertain the status of the parcel and shall report this to the City Clerk. The City Clerk shall present such petitions and reports to the Committee on Community Improvement for disposition or a recommendation for action by the Board of Mayor and Aldermen where appropriate. Petitions to release and discharge from public servitude shall not be considered if dedicated prior to July 16, 1969. R.S.A. 231:51.

NOMINATIONS

RULE 23. (Layover of Nominations)

Upon nomination by the Mayor or by the Board of Mayor and Aldermen of any person to fill any city office or to serve upon any board or commission when such nomination requires confirmation by this Board, action upon said nomination shall be deferred until a succeeding meeting. A résumé or *curriculum vitae* shall be forwarded to the Board of Mayor and Aldermen for all nominees and appointees of city boards and commissions.

RULE 24. (Anticipation of Vacancies; Notice)

When consistent with law, the Board of Aldermen may anticipate by not more than sixty days and fill any vacancy to occur during their term of office which they have the power to fill for any city office and for any board or commission.

RULE 25. (Confirmation, Votes Required)

No City official shall be elected, or his appointment confirmed when required, until his election or confirmation receives a majority vote of all of the Board of Aldermen elect. When more than one person is duly nominated for the same office and a roll call vote is called for by any Alderman or by the presiding officer, the roll call must be held jointly for all persons duly nominated for the same office.

MISCELLANEOUS

RULE 26. (Sewer Abatements)

All communications relative to requests for abatement of sewer rental charges which would normally be addressed to the Board of Mayor and Aldermen shall be referred directly to the Committee on Community Improvement. The Committee on Community Improvement shall examine all such communications and shall cause such investigation to be made as they deem proper, following which they shall either deny the requested abatement or refer it to the full Board for action.

RULE 27. (Roll Calls)

Whenever a member requests a roll call, said roll call shall begin with the member making the request.

RULE 28. (Suspension of Rules)

The above rules and order of business shall be observed in all cases, unless suspended by a vote of two-thirds of the members present, for a specific purpose.

RULE 29. (Labor Contract Ratification)

Any motion to ratify a negotiated labor contract shall be made at a regular meeting of the Board of Mayor and Aldermen and shall be laid on the table until the next regular meeting.