



**COUNTY OF CARROLL**  
**OFFICE OF THE COMMISSIONERS**  
Administration Building  
95 Water Village Road Box 1  
Ossipee, New Hampshire 03864



<b>Policy Title:</b>	Carroll County Board of Commissioners Rules of Procedure
<b>Effective Date:</b>	June 13 2024
<b>Revision Date:</b>	
<b>Reference (s):</b>	

## **PURPOSE**

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These rules of procedure describe the duties and methods of operation of the Carroll County Board of Commissioners. The Board of Commissioners consists of three equal members who shall operate by majority vote to serve as the governing body of the County.

## **AUTHORITY**

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The Carroll County Board of Commissioners is an elected Board and derives its authority from NH RSA 28

## **DUTIES OF THE COMMISSIONERS**

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A Chairman, Vice-Chairman and Clerk shall be elected at the first regularly scheduled meeting following the swearing-in of members elected at the biennial election. The selection of officers shall be by a majority vote of those present.

### **Chairman**

The Chair shall conduct all Board meetings and shall have the responsibility to:

- a) Approve meeting agendas as drafted by the Executive Coordinator
- b) Maintain orderly Board meetings
- c) Authenticate by his/her signature, when necessary, all acts, orders and proceedings as authorized by a majority vote of the Board
- d) Call for special or emergency meetings
- e) Represent the County at ceremonial events
- f) Serve as the Board spokesperson by presenting the official view point of the Board to the media, citizens, government agencies, civic groups, and others.

These guidelines are not intended to prevent other Commissioners from attending ceremonial events or expressing their personal opinions when speaking on their own behalf.

## **Vice-Chairman**

The Vice-Chairman acts as Chairman in the absence of the Chairman.

## **Clerk**

In accordance with NH RSA 28:2, the clerk "The clerk shall compose, or be responsible for the composition of, and keep a record of, the proceedings of the commissioners, the claims allowed by them, the annual report of the county treasurer and the proceedings of the county convention, and shall keep on file, in a secure location, all original papers, claims and accounts acted upon by the board."

## **Responsibilities of Members:**

- a) All members shall make every effort to attend each scheduled meeting
- b) Members shall make every effort to read the packet information and come prepared to discuss agenda items
- c) Members shall make no decisions, publicly or privately, on behalf of the County or take any action as a County Official except upon majority vote of the Board as allowed by law
- d) In meetings, members shall follow commonly accepted rules of courtesy, including using a civil tone and language, only one person speaking at a time, and waiting to be acknowledged by the Chair before speaking
- e) Board members should disqualify and recuse themselves from the Board, and not advise, vote or otherwise participate in considering any matter where there is a conflict of interest. A conflict exists when a Board member has a direct personal or pecuniary interest in something immediate, definite and capable of demonstration, and not remote, uncertain, contingent or speculative
- f) Treat all staff as professionals and respect the ability and integrity of each individual
- g) Refrain from publicly criticizing any employee. Concerns of employee performance shall be handled with the full Board and, when appropriate, the Director of Human Resources, in non-public sessions
- h) Shall, pursuant to NH RSA 91-A, abide by the laws governing privacy, confidentiality, and non-public sessions and shall not release or discuss items raised in non-public sessions
- i) May be called upon to serve on advisory boards, special committees, or serve as the Board's representative at collective bargaining agreement negotiations
- j) Board members may make reasonable requests for information to the Executive Coordinator or Department Heads. In such case, any information received shall also be provided to the entire Board
- k) Shall not conduct any County business outside of a regularly scheduled meeting without the prior knowledge and approval of the Board at a meeting
- l) Sign various paperwork (including minutes, manifests, etc.) in a timely manner. The signing may either be performed in-person or by use of signature stamp as the County policy allows

## **MEETINGS**

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A meeting is the convening of a quorum (majority) of any public body to discuss or act on any of that body's business, including work sessions. It is a "meeting" whether the members convene in person, by telephone, or electronic communication, or in any other way in which all members may communicate with each other contemporaneously.

Public bodies may only deliberate in properly held meetings and may not use communication outside of a meeting (such as sequential emails or phone calls) to circumvent the spirit or purpose of the law.

Regular meetings of the Board shall be held at Carroll County Annex, 10 County Farm Road, Ossipee, NH, unless the Board adjourns to another location or the meeting is scheduled for another location and properly noticed.

All meetings of the Board shall be open to the public, except as provided for by NH RSA 91-A. The Board recognizes Roberts Rules of Order as a general guideline for holding meetings that operate in an efficient and effective manner.

The Executive Coordinator or any member of the Board of Commissioners may place a matter on the agenda. Persons wishing to place items on the agenda must notify the Executive Coordinator or his/her designee before the agenda setting deadline which is Mondays at noon.

The Executive Coordinator will provide a copy of the agenda and all available meeting materials to the Board no later than 48 hours before the meeting time.

The provisions of NH RSA 91-A:2, III shall apply to the remote participation of a Commissioner at a public or non-public meeting by phone or video conference.

Decisions by use of secret ballot or by email or in any way contrary to the Right-To-Know law are prohibited.

## **PUBLIC COMMENT**

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The Board of Commissioners encourages citizens and the press to attend all official public meetings so they can become better acquainted with County government operations. Attendees are also encouraged to provide input, share information and express their concerns about County matters.

Members of the public wishing to ask questions or make comment during the Public Comment section of the agenda shall:

- a) Wait to be recognized by the Chair
- b) State his/her name for recordkeeping purposes
- c) Direct all comments to the full Board and not to an individual Board member, County staff in attendance, or other members of the audience
- d) Limit their comments to no more than three minutes
- e) Refrain from voicing personal complaints against County personnel or vendors associated with the County. These complaints should be directed in writing to the Commissioners, through the Executive Coordinator

Public comment must not interfere with the business of the meeting. The Board reserves the right not to respond to public comment, or engage in a question and answer exchange. The Board reserves the right to take no action on public complaints and suggestions.

Comments unrelated to County business or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chairman shall take whatever action is necessary to achieve and maintain order, including ordering the removal of any person who continues disorderly conduct.

Some topics may be more complex and require more than three minutes of time. In those instances, the public is encouraged to submit their comments, in writing, to the Board through the Executive Coordinator.

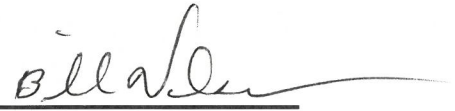
Approved by vote of Carroll County Commissioners on 6/13/24



Terry McCarthy  
Chair



Chuck McGee  
Vice-Chair



Bill Nelson  
Clerk