

It has been a pleasure to serve the Town of Groton for the past 2 years as Moderator. My hope is to inspire others to get involved in town government so that we may continue to enrich the lives of the residents and wildlife that call Groton home. – Amy Hardy

1. Robert's Rules will not be used.
2. Our purpose is to have a meeting that is civil, informative, and as brief as possible.
3. A request to change any of these rules may be made at the start of the meeting: and accepted by a majority of the voters present. (Rules listed with an RSA may not be modified)
4. You are a legislative body by law, and only registered voters of the town may participate.
5. Registered voters of the town must have a voter card received from the supervisors of the checklist at the start of this meeting; without it you may not speak or vote on the articles.
6. Articles will be considered in the order presented in the warrant.
7. Articles will be read as presented; a motion to accept the article and a second will be called for. When seconded, the person moving the article will be recognized to speak for the article; then the article will be open for discussion and debate.
8. Persons that move and second an article or motion must state their name (RSA91A:2)
9. The use of the microphone is required for everyone.
10. Comments and questions are to be directed to the moderator-not to others in the room.
11. Persons wishing to speak on the article must raise their hand or stand at their seat, showing their voter card, and be recognized by the moderator to have the floor. They must use the microphone at the front of the room so that everyone present can clearly hear what is being stated. The person recognized must first state their name before speaking. While that person has the floor, everyone else should be courteous and refrain from speaking so that everyone can hear the person having the floor.
12. Everyone wishing to speak to an article will have an opportunity to speak at least once.
13. Non-residents may speak only by approval of the voters.

(Continued)

14. If a motion to move the article is made, all persons who, prior to the motion, have indicated that they wish to speak may be allowed to speak, if they have not already spoken to the article, before the motion is accepted. Once the motion has been made no additional voters may request to speak. Once the motion is accepted, a vote on the motion will be taken; a simple majority vote will be required to pass the motion; if it passes, all discussion on the article stops and a vote on the article will be taken.
 15. Articles may be amended; this must be done in writing and not change the intent of the article.
 16. Secret Yes/No ballots can be requested prior to a voice vote; this requires a written request by five voters, present at the meeting: (RSA40:4a).
 17. If a vote is questioned by seven or more voters immediately after the moderator declares a non-ballot vote and before other business is begun, a secret ballot will be taken: (RSA40:4b). The request may be oral or in writing.
 18. A motion to restrict reconsideration of any prior vote taken may be made; if passed, this means that those votes are protected by RSA40:10 at the current meeting. If it is desired to reconsider a protected vote, it will be done at a separate meeting with notice, at least seven days later.
 19. Finally, RSA40:7 requires everyone to “be silent at the desire of the moderator, on pain of forfeiting \$1 for each offense, for the use of the town.”
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