

## **Moderator's Rules**

On a general note, there are often materials on a display table near the check-in tables for people to use at Town Meeting or that provide general information to Town residents. These materials have been pre-approved by me prior to placement to ensure they are appropriate to be distributed at this forum. If you would like to make such materials available to Town Meeting members, please submit them to me for approval at least 48 hours before the start of Town Meeting. Only those materials approved by me will be on the display table. Any unapproved materials will be removed at my direction. You should submit any materials you wish to have pre-approved to me at TPD and or [dhall@templeton1.org](mailto:dhall@templeton1.org) OR [pawws626@aol.com](mailto:pawws626@aol.com) at least 48 hours before the meeting. I will respond as quickly as possible.

Town Meeting is run by a Town Moderator who the voters elect for a one-year term. Our By-Laws call for the most current issue of TOWN MEETING TIME to be considered the general guideline for all procedures of town meetings, except those procedures already provided for by the by-laws. Subject to change, I have some additional rules that I follow. Those are to

- 1.) Call the meeting to order and go over some housekeeping issues such as the location of free exits, asking you to silence cell phones and electronic devices and the like.
- 2.) Pledge of Allegiance.
- 3.) Read the Constable's return of the Warrant to show that it was properly served and posted.
- 4.) Introduce Special Guests and the like.
- 5.) As I call each Article, a Motion will be read and seconded (generally by the SelectBoard unless it is a citizen petition) and shown on the screen behind me unless there was no ability for the room to readily accommodate such a screen..
- 6.) I will then ask for the Recommendation of the Advisory Committee (just the vote).
- 7.) Return to the Motion maker for any explanation.
- 8.) Open the floor for discussion (including first recognizing the Advisory Committee for any particular reasons behind their recommendation).
- 9.) Anyone wishing to speak on any issue must first proceed to a microphone and be recognized by the Moderator. I will not entertain any shout outs and you must use a microphone unless I permit otherwise. You will be asked to state your name and address every time you are given permission to speak. You may also be asked if you are speaking as a resident or on behalf of a board or committee.

Any amendments to the main motion must be submitted to me in writing.

Anyone unruly or disorderly will be given a warning and advised that they are out of order. If the situation continues they will be escorted out of the meeting and placed in a convenient place until the meeting is adjourned.

- 10). If I am not certain of a voice vote or if a vote declared by me is immediately questioned by seven (7) or more people standing and or recognized by me, I will proceed to a hand count.

Otherwise general parliamentary procedure and common courtesy rule the meeting.

Derek Hall  
Town Moderator

