

Groton Town Meeting  
Moderators Rules of Procedure

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. The Moderator will consider each Article, as follows:
  - a. The Moderator will announce the Article number, and the text of the Article will be read.
  - b. The Moderator will then recognize a member of the Board of Selectmen, or the petitioner (if a petitioned Article) to move the adoption of the Article.
  - c. If the Motion is seconded, the Moderator will recognize a member of the Board of Selectmen or the petitioner to explain the Article.
  - d. The meeting will debate and then vote on the Article.
  - e. No one may have the floor unless they are recognized by the Moderator.
  - f. Only registered voters may speak unless a majority of the voters present decided otherwise.
  - g. Those registered voters wishing to speak to an article should raise their cards or stand and once the Moderator recognizes you, you must state your name.
  - h. Only one person, the one recognized by the Moderator, may speak at any one time.
  - i. No one may speak unless s/he has the floor.
  - j. Even if a voter does not have the floor, a voter may speak to raise a Point of Order, to challenge a Moderators ruling, or to overrule the Moderator.
  - k. All speakers are expected to address the Moderator, and no conversations to other at the meeting will be allowed.
3. The Moderator will not accept Motions to "pass over", "table", or "indefinitely postpone" an article. If the majority is opposed to an article, they should simply vote it down. This prevents the confusion of people having to vote positively to, in effect, defeat an article.
4. Non-voters may not speak at the Meeting without permission of the voters.
5. All speakers must be courteous and must speak to the issues, not the individuals raising them. The Moderator will not allow loud outbursts, personal attacks or any type of inappropriate language.
6. If any person behaves in a disorderly manner, and after notice (warning) 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 Town, remove such person from the meeting. (RSA 40:8)
7. All questions and comments should be addressed by the Moderator. The Moderator will choose who responds to the questions.
8. The Moderator will remain neutral.

Tony Albert

Groton Town Moderator