
Moderator's Rules for Hooksett School District Deliberative Session 2026

1. RSA 40:13 IV defines **the purpose of this Deliberative Session** as an official forum to explain, discuss, debate, and/or amend all Articles of the Official Hooksett School District Warrant. It is the first of two opportunities that every registered voter in which Hooksett can participate directly to influence decisions of policy and local taxation. It is a forum for all to become informed voters.

2. To accomplish this objective, there must be rules and procedures, and by state law, Moderator sets them. Moderator will *not* follow *Robert's Rules of Order* or any other complicated rules of parliamentary procedure. The rules set forth for this session are intended to follow the law where necessary and otherwise provide guidelines to facilitate a smoothly run session. This is the voters' session. By simple majority vote the body can change these rules or overrule a decision made by the Moderator, as long as said changes are within the scope of the law (RSA 40:4).

3. **Procedures:**
 - a. Speakers shall approach either microphone, wait to be acknowledged by Moderator, and state your name and address for the record. Speakers desiring to speak a 2nd time will be permitted after all 1st time speakers. Moderator will make provisions for anyone having difficulty walking or standing when made aware of such needs.
 - b. Address your questions, follow-up questions, and comments directly to Moderator. Remain at the microphone for the answer. If necessary, Moderator will request input from School Board members, Budget committee members, and non-voters with pertinent information (School District Officials, Town Officials, Legal Counsel, experts, etc.). Do not directly address any individual unless directed to. This avoids "back and forth" spontaneous discussion.
 - c. Respect time and speak only to the question or issue on the floor. Be brief and to the point, then allow the responder to finish without interruption. While Moderator is not setting a strict time limit for individual speakers' comments, comments extending beyond a reasonable time or that become repetitive, disorderly, or disruptive may be interrupted.
 - d. Speakers shall be courteous. Non-speakers shall be courteous. Individuals on the dais shall be courteous. Disorderly or disruptive behavior will be dealt with courteously, but firmly by Moderator. At no time shall any person approach Moderator or any members of the dais without Moderator permission. Individuals who continue to disrupt the session may be asked to leave, and if necessary, escorted out (RSA 40:7-9).
 - e. In the event a ruling is clearly erroneous or for some other reason meets with general disfavor by the voters, a voter may appeal to the body to overrule any decision or rule of Moderator. A simple majority vote is required to overrule a decision or rule (RSA 40:4). Suggested wording includes: "Point of Order", "I wish to challenge the Moderator" or a stated "Motion to Overrule"s

- f. Voters may speak to any issue of the Hooksett School District Warrant. Non-voters, including those with pertinent information may be allowed to speak at the discretion of and upon acknowledgement by Moderator. This is the voters' session.
- g. Generally, the stated rules will provide for an efficient session for most circumstances that arise. If unforeseen circumstances arise, the Moderator may propose additional rules subject to State Law and subject to the approval of the voters present.
- h. Moderator will introduce Articles in the order they appear on the Warrant, unless stated otherwise at the outset of the session.
- i. Items of business NOT appearing on the Hooksett School District Warrant cannot be acted on at this Deliberative session.
- j. There will be only one motion on the floor at any time. One main motion and one amendment at a time. No amendments to amendments. Avoid negative motions, as these usually require a NO vote to vote in the AFFIRMATIVE which often creates confusion.
- k. Amendments to a main motion may be introduced by a voter who has the floor if the amendment does not change the subject matter of the Article. The amendment must be seconded to be considered for discussion and a vote. No amendment to an amendment will be entertained; an amendment must be voted on first, then a new amendment can be introduced. Any amendment introduced must be presented to Moderator in writing at which time Moderator will read the Amendment as presented and pass along to the clerk for the written record. Money amendments must be stated in \$'s, not %'s, etc.
- l. Motion to "call " or "move the question" - when seconded and following a 2/3 vote in favor - will end debate. Those voters already standing in line to speak at the time the motion to call the question is made and seconded will be able to speak to the original motion.
- m. Voters may restrict reconsideration of a previously dispositioned Article or Articles by motion and simple majority vote. There is a circumstance where this may interfere with deliberations - if previous money Articles are restricted from reconsideration AND the 10% Cap increase is imminent, the current meeting cannot reconsider a restricted Article(s). RSA 40:10 requires the reconsideration to occur at a special meeting convened at least seven (7) days from this one.
- n. Voting outcomes will be determined by, in order of necessity: voice vote; standing vote; counted standing vote.
- o. Moderator may call for a secret ballot. Required when five (5) voters present and publicly identified request in writing (RSA 40:a). Required when seven (7) voters present immediately request one after a non-secret ballot vote (oral or written) (RSA 40:4-b).
- p. Moderator is neither required to vote nor prohibited from voting.
- q. If you have a question – ask. If you are unclear about how to do something or how someone else is doing something – ask.