



**CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
PUBLIC MEETING NOTICE
MONDAY, October 28, 2024
11:00 a.m.**

**Conference Room A
City Hall Complex, 1 Junkins Avenue Portsmouth,
NH 03801**

*Members of the public also have the option to join the meeting over Zoom.
(See below for more details)**

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1. Welcome and Call to Order
 2. Roll Call
 3. Review and approval of the Minutes from the October 15, 2024 meeting
 4. Volunteer Training Review
 - a. Volunteer Training Manual, which includes:
 - i. Updated Robert's Rules Guide
 - ii. Standards of Conduct and Code of Ethics Policy for Elected and Appointed Officials and Volunteer Members of Boards, Commissions and Committees
 - iii. Non-Discrimination and Anti-Harassment Policy
 - iv. Acceptable Use Policy
 - b. Volunteer Training Policy
 5. Administrative Ordinance Review
 - a. Division into Chapters 1 and 2
 - b. Ongoing Work
 6. Public Comment
 7. Announcements
 8. Adjournment

***Join Zoom Meeting**

When: Oct 28, 2024 11:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/tZYpduisrzoIG9ABquky0dq1Qil9--F7w2-x>

After registering, you will receive a confirmation email containing information about joining the meeting.



CITY OF PORTSMOUTH, NEW HAMPSHIRE
GOVERNANCE COMMITTEE
MEETING MINUTES

Monday, October 15, 2024
Conference Room A
City Hall Complex, 1 Junkins Avenue
Portsmouth, NH

- 1. Welcome and Call to Order:** The meeting was called to order at 11:00 a.m.
- 2. Roll Call:** Assistant Mayor Kelley (Kelley), Councilor Cook (Cook), Councilor Lombardi (Lombardi), and Councilor Tabor (Tabor) were present.

Staff: City Attorney Susan Morrell (Morrell) and Senior Assistant City Attorney Jane Ferrini (Ferrini)

Deputy City Manager / Regulatory Counsel Suzanne Woodland was not present.

Finance Director Nathan Lunney (Lunney) entered the meeting at 11:20 a.m.
- 3. Review and Approval of the Minutes of the September 23, 2024 meeting:** Kelley moved to accept the minutes of the September 23, 2024 meeting. Seconded by Councilor Lombardi. All in favor.
- 4. Administrative Ordinance Review:**

Final Changes to Procurement Procedures, Disposition of Real Estate, and Disposition of Surplus Property after the Auditor's Review:

Cook stated per public comment at the September 23, 2024 meeting, the City's Auditor reviewed the proposed changes to these ordinances who then recommended some slight revisions. Legal Staff also reviewed the Disposition of Real Estate ordinance and recommended additional revisions. Cook explained the changes, asked for a motion to provide a final opportunity for Public Comment before moving these ordinances forward to the City Council. Kelley moved to suspend the rules and move up Public Comment. Lombardi seconded. All in favor. Petra Huda of Portsmouth, NH provided comment on the final revised Procurement Procedures and the Disposition of Real Estate ordinances. Sue Polidura of Portsmouth, NH also provided comment on the Procurement Procedures. Cook, Morrell and Lunney provided clarification on points brought by the public comment and a brief Committee discussion ensued. Public Comment not being closed, Petra Huda requested to further comment on the disposition of surplus property ordinance. At 11:41 a.m., Cook closed public comment.

In regard to Section 1.504, Kelley stated she reviewed Disposition of Surplus Property language of other New Hampshire municipalities and asked that clarifying language be included to state that any real estate property shall be disposed

consistent with State law. In order to clarify this discussion, Ferrini summarized that this language would be included as new section A pertaining specifically to Real Estate surplus property and that a new Section B. would be created for Other Property in order to clarify the distinction between the two types of property. The existing sections "A", "B", and "C". would be revised to B1, 2, and 3 under the Other Property section.

Cook requested a motion to accept the revisions to Section 1.504 – Disposition of Surplus Property. Kelley moved to accept the revision as clarified by Ferrini. Seconded by Lombardi. All in favor.

Cook requested a motion to accept the revisions to the Procurement Procedures, Competitive Bidding Process, Disposition of Real Estate and Disposition of Surplus Property as amended previously in this meeting. Tabor so moved. Kelley seconded. All in favor.

The Committee discussed and decided that the updated ordinances with the revisions made today would be forwarded to the City Council on the next agenda as a first reading and at the discretion of the Mayor.

5. Volunteer Training Review:

- a. **Volunteer Training Manual:** Ferrini presented an update to the revisions to the manual. Discussion ensued regarding determining the formal process for violations of policies for volunteers similar to what is in the City's existing ethics ordinance or at another level of process. The Committee will continue to discuss this to inform volunteers of what is expected of them, provide clear criteria of specific violations and the repercussions thereof, along with what their rights are. The Committee will look for guidance in other ordinances and discuss additional recommendations at the next meeting. In regard to the paragraph on social media, Tabor suggested that some helpful guidance should be provided, such as requiring that a statement is a personal opinion.
- b. **General Policies Review:** Tabor stated that the summary of motions chart needs to be updated. Morrell offered that she has some other versions for review.
- c. **Volunteer Training and Code of Conduct Policy:** Ferrini will provide edits to the volunteer training manual and code of conduct policy for consideration and to be discussed at the next meeting.

6. Public Comment: There was no additional public comment.

7. Announcements: The next Governance Committee meeting will be on Monday, October 28, 2024 at 11:00 a.m.

8. Adjournment: Motion by Councilor Tabor to adjourn the meeting, seconded by Councilor Lombardi. All in favor. Meeting adjourned at 1:31 p.m.

**DRAFT Meeting Minutes prepared by:
Barbara Zulkiewicz**

Minutes approved: _____

BOARD, COMMISSION, &
COMMITTEE HANDBOOK for
NON-ELECTED
VOLUNTEERS



Revised: 10/25/24

INTRODUCTION

Without the dedication of the many volunteers who serve and contribute countless hours as board, commission, and committee members, the City would be unable to function. These volunteers help to make the City of Portsmouth a great place to live, work, and play.

Citizen knowledge, interest and action are important ingredients to the delivery of top-quality public services. More than ever, citizen participation is playing an important role in local government. The richness that comes from citizens serving on a City board, commission, or committee is one of the things that make Portsmouth exceptional.

The City has established boards, commissions, and committees to advise and assist the Council in dealing with specific projects, policies, and issues of concern, and play an integral and important role in the City's decision-making process. The City benefits from the expertise of the dedicated individuals that make up these boards, commissions, and committees.

Being a member of a City board, commission, or committee requires work and commitment, and it is hopefully a very rewarding experience. It offers a means to participate in community affairs, to work with interesting people, and to help shape City policy.

This handbook has been prepared to:

1. Outline the role and function of each City board, commission, and committee.
2. Review important guidelines for all boards, commissions, and committees, as well as the responsibilities of appointed members.
3. Provide information about the history and composition of the City's organization.
4. Provide members with the information necessary to understand areas of responsibility for their respective board, commission, or committee, and their role in serving the City.

CITY ADMINISTRATION

Board, commission, and committee members need to be familiar with the City's organization and develop an understanding of the City departments and their operations. The easiest way to do this is to review the organizational chart ([link needed here](#)).

RELATIONSHIPS

Relationship with the City Council

A good relationship with the City Council is essential. The primary responsibility of boards, commissions, and committees is to advise and make recommendations to the City Council. Those bodies are responsible for providing additional avenues of communication among the general public. As they provide their recommendations to the City Council, advisory body members should keep in mind that no advisory body has the final authority to establish City policy or administrative direction. It is the City Council's role to receive the recommendations made by the boards, commissions, and committees, and to consider them as part of its decision making. Regardless of one's individual position, it is helpful for a board or commission member to understand that the policy decisions of the City Council are final once they are made.

Official communications with the City Council should be in written form, or by public report, from the entire appointed body. Communications will then be forwarded through the staff liaison to the City Council and the City Manager. The role of the staff typically is to *communicate* the position of a board or commission rather than to *advocate* it. Whenever a board, commission, or committee has an item before the City Council, the Chair or a representative of that appointed body is not required to attend the Council meeting, but is encouraged to be present

at the City Council meeting to speak to the topic or answer questions and especially when the staff recommendation differs from that of the board, commission, and committee. Staff will indicate in the agenda report recommendation if the staff recommendation differs from that of the board, commission, and committee.

When an appointed member addresses the City Council at a public meeting, it should be made clear whether or not he/she is speaking on behalf of the board, commission, or committee, or as an individual. If the member is speaking on behalf of a board or commission (normally this would be the Chair or Vice Chair), only the majority position of the board or commission should be advocated. If the member is expressing his/her own personal viewpoint on a particular subject, it should be stated as such.

Appointed members of boards, commissions, and committees assist the City Council and staff by:

1. Focusing attention on specific issues of community concern;
2. Encouraging citizen participation and involvement in the ongoing management of their community;
3. Providing a grass roots perspective on issues of importance;
4. Making recommendations based on thorough review of alternatives from a citizen's perspective.

The City Attorney recommends that citizens seeking to provide comment at committee meetings on non-agenda items should be directed to do so during public comment at those meetings, or at City Council meetings so that their elected representatives are aware of the concern. The Council may refer items back to committees for greater policy development at that level.

Generally, Roberts Rules of Order are followed for committee meeting procedure, and chairpersons have some discretion in running meetings. Fairness is very important. If a committee allows public comments on agenda items, then it should be very judicious in doing so.

Relationship with City Staff

The staff liaisons to the Council appointed bodies are valuable resources. They do research and provide relevant information that enhances a body's ability to get things done. Staff is available to answer questions and follow-up on items brought before the board, commission or committee. Appointed members should be aware of the time involved on the part of staff in preparing studies and reports and should make sure that all staff requests are consistent with the appointive body's approved work program.

Appointed bodies may not direct staff to initiate major projects without approval from the City Council or City Manager, and individual members may not direct staff to initiate any program or study. In addition, appointed members should not become involved in the operational matters of City departments unless specifically provided for in their prescribed powers and duties (e.g. the Library Board of Trustees). For more information about the powers and duties of the Portsmouth Library Board of Trustees, please see the Board section of the Library website at: <https://www.cityofportsmouth.com/library/library-trustees-board>.

Relationship with Fellow Members

Cooperation among fellow board, commission, and committee members plays an important role in the successful efforts of City boards, commissions, and committees. In order to build consensus around common goals and objectives, members should first show a willingness objectively to define the issues at hand and then work to reconcile opposing viewpoints. When appointed members interact positively, the group as a whole will be more effective. Important points to keep in mind in working with other appointed members are:

1. Respect an individual's viewpoint, even though it may be different from your own.
2. Allow other members adequate time to present their views before making comments.
3. Be open and honest.

4. Welcome new members and help them become acquainted with their board, commission, or committee.
5. Accept responsibility, voice opinions, be fair and factual.

Relationships with the Public

Good relations with the public are vital for all City boards, commission, and committees. In many cases each body serves as a link between the City Council and the public, helping to inform the public, to reconcile opposing viewpoints, and to explain City programs and policies. Appointed members should welcome citizen input at meetings and be considerate of all interests, attitudes, and differences of opinion. Each body provides a channel for citizen expression by listening to comments, opinions, and concerns from the public. Therefore, it is important to be responsive and in tune with the community.

Relationship with Other Council Appointed Bodies

From time to time, an issue will come before the City that involves two or more appointed bodies. When this occurs, each body should focus on their own advisory responsibilities, not on areas that are under the jurisdiction of other appointed bodies. The responsibilities of appointed bodies are, at times, very close to one another, and care should be taken to avoid overlapping to the greatest degree possible.

For example, the Conservation Commission, Trees and Greenery Committee and Recreation Board can all easily become involved in the consideration of a single project around parks.

This can get confusing, and it is often difficult to resist getting involved in decisions that are really not the responsibility of one's board, commission, or committee. On a particularly complex project, or when appointed members' objectives contradict one another, it may be appropriate to have joint meetings to improve communication and facilitate a common ground.

Business Relationships

Members of boards, commissions, or committees may not have a financial interest in a contract with the City if there is any possibility they will have to review a project or changes to a project they are undertaking via that contract. *It is not enough for a member to simply abstain or disqualify themselves from participation. The member needs to inform others on the body of this issue and be very cautious when these situations arise.*

APPOINTMENT PROCESS & EXPECTATIONS

Appointed Member Requirements and Appointment Process

Appointed members of almost all City advisory bodies must be residents of the City of Portsmouth. Interested applicants apply for appointment. Appointments are made by the Mayor and confirmed by the City Council.

Oath of Office

Every officer of the City, including members of City boards, commissions, or committees shall, before entering upon his or her duties and within five (5) days of his or her election or appointment or notice thereof, take the oath of office prescribed by law and file said oath in the office of the City Clerk.

Training for Appointed Members

Continuing education to further one's knowledge of the various issues that face New Hampshire municipalities is essential to serving the public interest. Appointed members are encouraged to attend conferences and workshops,

read relevant publications, and utilize other opportunities for personal and professional training that will bring new ideas into the community. New board, commission and committee members will be required to participate in member orientation and training. Failure to complete this orientation and training will result in the member's inability to begin his/her term and participate in meetings. Land use board members may be required to attend specialized training during their term.

General Guidelines for Appointed Members

The Council encourages active citizen participation in the business of city government. Boards, commissions, and committees provide an opportunity for interested residents to participate in the governing of their community under guidelines and procedures established by the Council. Boards, commissions, and committees can improve the quality of city government by providing the Council with resources to make better-informed decisions. Other benefits of these bodies include improved lines of communication between the public and Council, greater opportunities for discussion of public issues and more citizen involvement in city government.

Appointment to a City board, commission, or committee is an honor. It provides an opportunity for genuine public service. Each appointed member should be aware of the responsibilities that go along with officially serving the City. The specific duties of each body vary with the purpose for which it was formed.

There are, however, many responsibilities common to all appointed members:

1. Understand the role and responsibility of the board, commission, or committee. Be informed of its functions, work programs and relationship with other bodies.
2. Represent the overall public good, not the exclusive point of view of a sole group or interest.
3. Keep all lines of communication open. Each appointed member serves as a communication link between the community, the City Council, and staff.
4. Do your homework and be prepared. Appointed members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate, and act on matters scheduled for consideration. Reviewing the materials in your agenda package in advance of each meeting is crucial. It will give you a sense of the potential impacts that recommended actions may have on the community, and any potential issues surrounding those actions. Understanding the background of an issue will allow you to better represent your community, make informed decisions, and explain your position with confidence. Feel free to seek staff's advice and assistance in advance of a meeting.
5. Ask questions in advance. If you have a question about a matter that is not on the agenda (or perhaps it's regarding an agenda item but it relates to technical details), contact the Committee Chair or Staff Liaison before the meeting. If you ask your questions during the meeting without prior notice, staff may not have the resources on hand to provide a clear and concise answer. Asking questions in advance of the meeting will provide Staff with the necessary time to do their homework and better prepare for the conversation.
6. Be a participant, an active representative, and be enthusiastic. If you are not able to attend the meeting, or must attend via Zoom, please let your staff Liaison or the Committee Chair know in advance. Committee members are reminded that attendance is vital to ensure quorum during meetings. Without quorum, the committee is unable to have an official meeting and cannot pass recommendations to Council or Staff. Specific attendance requirements, along with provisions regarding the appointment, tenure and removal of board, commission and committee members are set forth in Chapter 1, Administrative Code, Article III, Boards, Section 1.302, Appointments, Tenure and Removal. For City Ordinance: <https://www.cityofportsmouth.com/cityclerk/city-ordinances>
7. Establish a good working relationship with fellow appointed members, the City Council, and your staff liaison.

8. Understand the scope and authority of your appointed body's responsibility and strive to work within that scope.

Your role as an appointed representative of the City Council carries with it a significant responsibility. As an "ambassador" of the City of Portsmouth, the City Council hopes that you conduct yourself with politeness and courtesy with staff and whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you do not abuse that trust.

MEETINGS

Attendance

Regular attendance at meetings is critical to the effective operation of City boards, commissions, and committees. Therefore, all members are expected to attend all of their appointed board, commission, or committee meetings, including study sessions. If you are unable to attend a meeting, call your Chair or staff liaison prior to the meeting. If a problem with absenteeism arises, it should be handled between the appointed member and the respective Chair. If the issue cannot be resolved, the Chair should approach the staff liaison to help work toward a solution.

Quorum

A quorum is a simple majority of the voting members appointed to a committee and is necessary to pass any motions. In the event of a lack of quorum, or if quorum is lost during a committee meeting, the committee's official business will cease, and committee members will have the choice to leave. The remaining committee members are welcome to continue to engage in discussion, but it will not constitute an official committee meeting and voting cannot take place.

Role of the Chair

The principal role of the Chair is to manage the board, commission, or committee meeting. This includes helping to set meeting agendas, maintaining the order of business during the meeting, focusing discussion on the issues at hand, and ensuring that the public appearing before the body are treated courteously. The Chair must make certain that discussions do not get sidetracked. Duties of the Chair also include review of the agenda with the staff liaison before the meeting, representing the body at City Council and community group meetings and, attending quarterly meetings with the Mayor.

Role of the Staff Liaison

Committees are often assigned a Staff Liaison to provide information, professional or technical advice and support as required. A Staff Liaison will support the Chair in their facilitation of committee meetings, including the wording of motions and determining next steps on various agenda items.

Role of the Committee Secretary

Committees often assign a Committee Secretary to help with administrative tasks. The Committee Secretary's role typically includes:

- preparing and distributing minutes to committee members;
- attending meetings and recording minutes;
- posting agendas and minutes to the City's website (through the Staff Liaison);
- maintaining the committee's member contact list; and
- various meeting logistics including room bookings and public notices of committee meetings, through the Staff Liaison.

Role of the Council Liaison

A Council Liaison may be appointed to your committee as a voting or non-voting member, depending on your establishing ordinance. A voting Council Liaison serves as a full member of the committee.

Although a non-voting Council Liaison may have ideas and suggestions to share with the committee, and committee members are certainly welcome to ask them questions, their role is often observatory in nature and their engagement during committee meetings will often be less robust than that of voting members of the committee.

In either case, the Council Liaison serves as a communication channel between City Council and the committee to deliver information, both to and from City Council, and to provide clarification as required. A Council Liaison's role is not to assess or align with the decisions of a committee, but to act as a conduit of information.

Open Meetings

Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle. Please consider reading New Hampshire's **Open Access to Governmental Records and Meeting Laws** (<https://www.gencourt.state.nh.us/rsa/html/indexes/default.aspx>) It offers explanations of some of the fundamental principles in New Hampshire Open Meetings Law, and answers questions that arise on a regular basis.

City committees are held to the same standard of transparency as City Council meetings. As such, committee meetings are open to the public, unless the meeting has been closed as part of consultation with the Legal Department on matters that are allowed under state law. An example of a closed meeting would be review of a Request for Proposals meeting where personal information about individual bids is being considered. This is a rare occurrence at the committee level.

Notification of committee meetings is posted in two locations at public notice posting places as defined through state law, which are often the bulletin board in the City Hall foyer and the City's website.

APPOINTED MEMBERS COMPLIANCE WITH CITY POLICIES

Members of boards, commissions and committees interact with members of the public, other members and City staff. The City has established several policies, more fully described and incorporated by reference below, that you are required to abide by during your term. Prior to your term beginning, you will be required to review this Handbook and acknowledge that you have reviewed and will abide by these policies as a condition of being a member of a City board, commission or committee. Failure to sign off on these policies will result in your inability to begin your term and participate in meetings.

Standards of Conduct and Code of Ethics for Elected and Appointed Officials and Volunteer Members of Boards, Commissions and Committees

All board, commission and committee members are required to be familiar with and comply with City's Standard of Conduct and Code of Ethics for Elected and Appointed Officials and Volunteer members of Boards, Commissions and Committees ("Standards of Conduct and Code of Ethics Policy"), which provides standards for performance of your duties and standards of conduct that require respectful interactions with each other, the public and staff. The City's Standards of Conduct and Code of Ethics Policy is incorporated herein and requires your review and signature through the City's PowerDMS system, which will be your acknowledgment that you have reviewed and will abide by this policy as a condition of being a member of a City board, commission or committee.

In addition to the Standards of Conduct and Code of Ethics Policy, all members of boards, commissions and committees are subject to the City's Code of Ethics and Conflict of Interest ordinance set forth in Chapter 1, Administrative Code, Articles VIII, Code of Ethics, and some members are subject to Article IX, Conflicts of Interest/Mandatory Financial Disclosure (<https://www.cityofportsmouth.com/cityclerk/city-ordinances>)

Non-Discrimination and Anti-Harassment Policy

All board, commission and committee members are required to be familiar with, and comply with, the policy of the City of Portsmouth prohibiting sexual (or other forms of unlawful) harassment in the workplace. The City's Non-Discrimination and Anti-Harassment Policy prohibits harassment of any kind and requires reporting incidents of harassment and discrimination. The City's Non-Discrimination and Anti-Harassment Policy is incorporated herein and requires your review and signature through the City's PowerDMS system, which will be your acknowledgment that you have reviewed and will abide by the policy as a condition of being a member of a City board, commission or committee. The references to "employees shall include members of board, commissions or committees and the reference to supervisors shall include the Chair of the board, commission or committee.

Electronic Communications Policy Acceptable Use Policy for Electronic Media

The City encourages the use of technological resources and computing systems "electronic media" and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the City, including members of boards, commissions and committees, should remember that electronic media and services provided by the City are City property and their purpose is to facilitate and support City business. The City's Acceptable Use Policy is incorporated herein and requires your review and signature through the City's PowerDMS system, which will be your acknowledgment that you have reviewed and will abide by the policy as a condition of being a member of a City board, commission or committee.

Social Media Policy

Social media consists of networks and online publications that enable individuals and groups to communicate between and among one another for different purposes (e.g. Facebook, Twitter, LinkedIn, YouTube, blogs, etc.). The City of Portsmouth uses various social media in order to reach out to the public and educate individuals on certain events, activities, awards, and other news releases. ~~For more information on how this applies to you, please read the complete Social Media Policy (attach with link here).~~

~~The City does not provide social media platforms for board, commission and committee members to communicate amongst one another, to staff or to members of the public. When using social media posts, and other online interactions (“electronic communication”), members are reminded that although they are not acting on behalf of their board, commission or committee, they should maintain a standard of professional and respectful communications in all their public electronic communications. When posting to public pages, members should be mindful of their responsibilities under the Non-discrimination and Anti-Harassment, Standard of Conduct, and Code of Ethics policies described above.~~

~~Expressing opinions on social media or engaging in contentious public online discussions can lead to perceived or actual conflicts of interest. Posts on various social media sites have been the focus of court cases here in New Hampshire where conflicts arose and decisions were overturned because someone posted something on a social media platform. If you choose to use social media, please do so with caution.~~

~~Committee members will maintain a standard of professional and respectful communication in all their interactions associated with the City. This includes in person conversations, online interactions and social media posts, and all written correspondence. Committee members will not post derogatory, defamatory, or otherwise inappropriate comments about the City, its work, or any persons associated with or employed by the City. Committee members are not designated spokespersons for the City and will therefore not speak on behalf of the City. (LEGAL PLEASE REVIEW)~~

Adherence to City Council Policy

Appointed members should not approve projects that violate adopted City policies. Members can make recommendations to the City Council about exceptions to a City policy, and can also recommend policy changes when appropriate.

Open Records

Meaningful access to public records plays a vital role in facilitating government oversight. All Communications to City staff and to elected officials are subject to Right-to Know requests. Please ~~consider reading~~ review New Hampshire’s Access to ~~Public-Governmental Records and Meetings Record’s~~ Law, link to NH RSA <https://www.gencourt.state.nh.us/rsa/html/indexes/default.aspx> for more information.

VIOLATIONS OF CITY POLICIES AND BOARD RULES AND PROCEDURES

A member’s failure to adhere to City policies and board, committee or commission’s rules and procedure can create a lack of trust in City government and hinder the effectiveness of the board, committee and commission’s work. It can also subject the decisions of the board, committee or commission to legal challenges. A board, committee or commission member’s failure to adhere to these policies, rules and procedures could negatively influence a member’s reappointment or change in role from alternate to permanent member and may be grounds for removal through legal processes.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

| YOU WANT TO: | YOU SAY: | INTERRUPT? | 2 ND ? ¹ | DEBATE? | AMEND? | VOTE? |
|---|--|------------|--------------------------------|---------|--------|----------|
| \$21 Close meeting | I move to adjourn | No | Yes | No | No | Majority |
| \$20 Take break | I move to recess for | No | Yes | No | Yes | Majority |
| \$19 Register complaint | I rise to a question of privilege | Yes | No | No | No | None |
| \$18 Make follow agenda | I call for the orders of the day | Yes | No | No | No | None |
| \$17 Lay aside temporarily | I move to lay the question on the table | No | Yes | No | No | Majority |
| \$16 Close debate | I move the previous question | No | Yes | No | No | 2/3 |
| \$15 Limit or extend debate | I move that debate be limited to ... | No | Yes | No | Yes | 2/3 |
| \$14 Postpone to a certain time | I move to postpone the motion to ... | No | Yes | Yes | Yes | Majority |
| \$13 Refer to committee | I move to refer the motion to ... | No | Yes | Yes | Yes | Majority |
| \$12 Modify wording of motion | I move to amend the motion by ... | No | Yes | Yes | Yes | Majority |
| \$11 Kill main motion | I move that the motion be postponed indefinitely | No | Yes | Yes | No | Majority |
| \$10 Bring business before assembly (a main motion) | I move that [or "to"] ... | No | Yes | Yes | Yes | Majority |

¹ Some more formal requirements, like seconds to motions, may not apply in smaller boards or any size committee.

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (12th Edition)*

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

| YOU WANT TO: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
|-----------------------------------|---|-------------------|------------------------|----------------|---------------|--------------|
| \$23 Enforce rules | Point of order | Yes | No | No | No | None |
| \$24 Submit matter to assembly | I appeal from the decision of the chair | Yes | Yes | Varies | No | Majority |
| \$25 Suspend rules | I move to suspend the rules which ... | No | Yes | No | No | 2/3 |
| \$26 Avoid main motion altogether | I object to the consideration of the question | Yes | No | No | No | 2/3 |
| \$27 Divide motion | I move to divide the question | No | Yes | No | Yes | Majority |
| \$29 Demand rising vote | I call for a division | Yes | No | No | No | None |
| \$33 Parliamentary law question | Parliamentary inquiry | Yes (if urgent) | No | No | No | None |
| \$33 Request information | Request for information | Yes (if urgent) | No | No | No | None |

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

| | | | | | | |
|---------------------------------------|--|----|-----|-----|-----|-----------------------|
| \$34 Take matter from table | I move to take from the table ... | No | Yes | No | No | Majority |
| \$35 Cancel or change previous action | I move to rescind/ amend something previously adopted... | No | Yes | Yes | Yes | 2/3 or maj. w/ notice |
| \$37 Reconsider motion | I move to reconsider the vote ... | No | Yes | Yes | No | Majority |

Jim Slaughter, Attorney, Certified Professional Parliamentarian-Teacher, Professional Registered Parliamentarian

Author, [*Robert's Rules of Order Fast Track*](#) and [*Notes and Comments on Robert's Rules, Fifth Edition*](#)

Web site: www.jimslaughter.com



CITY OF PORTSMOUTH CITY COUNCIL POLICY No. 2024- _____

STANDARDS OF CONDUCT AND CODE OF ETHICS POLICY FOR ELECTED AND APPOINTED OFFICIALS AND VOLUNTEER MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES

1. PURPOSE

As part of its commitment to open government and citizen engagement, the City of Portsmouth has established boards, commissions, and committees to provide expert and/or community advice to the City Council and City Staff on a variety of topics, issues, and initiatives. The City of Portsmouth provides essential services upon which individuals and businesses rely daily. The successful delivery of those services requires the best efforts of both elected and appointed City Officials and volunteer board, commission, and committee members. Consequently, your reliability, your ability to interact respectfully and successfully with each other, the public and staff, and your attention to your assigned duties are critically important. This Policy provides a standard of conduct framework for the completion of these assigned duties and respectful interactions. Failure to meet these standards is cause for concern, discipline, and possible removal, in addition to any penalties that may be applicable pursuant to State and Federal law.

2. SCOPE

This Policy applies to all elected and appointed officials, including volunteer members of the boards, commissions, committees, Blue Ribbon committees, advisory committees, and task forces established by the City.

3. POLICY

To meet the high standard of performance and conduct the City expects, this policy provides both general and specific guidance to help you succeed and to promote consistency in expectations. Generally, elected and appointed officials and volunteers of the City are expected to maintain common standards of honesty and decency expected of its staff as set forth in its' Standards of Conduct and Code of Ethics Policy, which forms the basis for this Policy.

To provide additional guidance the following specific areas of conduct are called out for attention below. In addition, the City has adopted detailed, specific policies concerning some areas of conduct and those more specific policies will govern.

A. Absenteeism, Tardiness and Attendance: Any expected absence or lateness should be reported to the Chair of the group meeting as soon as possible. Elected and appointed City Officials and volunteer board, commission, and committee members are also subject to the attendance requirements and appointment, tenure and removal provisions of Chapter 1, Article III, Section 1.302 of the City ordinances.

B. Confidentiality and Non-Disclosure: As part of your duties, you may learn confidential information which may include personnel and individual protected health information, privileged and confidential legal opinions, security related strategies, and confidential financial information. You have an obligation to keep such information secure and to follow any policies that may be in place to protect that information from disclosure. New Hampshire's Right-to-Know Law, RSA 91-A, governs the procedures for conducting non-public sessions of public bodies and the confidential nature of those sessions. This is discussed in more detail in the Volunteer Training Manual and will be reviewed during the mandatory volunteer Orientation and Training.

C. Courtesy, Respect and Professional Conduct: Generally, elected and appointed officials and volunteers of the City are expected to behave courteously and professionally and to maintain common standards of honesty and decency.

D. Honesty: Elected officials and volunteers are expected to be truthful and to maintain public records accurately and in accordance with the law. You may not promise special favors to anyone or receive special consideration from anyone in exchange for an official act.

E. Drug Free: City property is a drug-free zone and alcohol-free location by Ordinance. Bringing, possessing, or using alcoholic beverages or illegal drugs or being under the influence of or testing positive for these substances on City property or while acting in an official capacity may result in discipline, removal or criminal charges.

F. Non-Discrimination and Anti-Harassment: See separate Non-Discrimination and Anti-Harassment Policy on this topic. This policy applies to all elected and appointed City Officials and volunteers by adoption of this Policy.

G. Safety: All elected and appointed officials and volunteers are encouraged to help to maintain a healthy and safe work environment. Any unsafe condition or any accident can be reported to the Chair of their committee or to the City Manager's Office.

H. Telephone, Facsimile, Computer, E-Mail, and Copier Usage: See separate Non-Discrimination and Anti-Harassment Policy on this topic. This policy applies to all elected and appointed City officials and volunteers by adoption of this Policy.

I. Theft, Destruction or Unauthorized Use of City Property. Elected and appointed officials and volunteers shall be permitted to use and remove City property with permission of the Chair of their Committee or the City Manager. The City reserves the right to search and inspect City property. Misappropriation or misuse of City property may subject elected and appointed officials and volunteers to discipline, removal or penalties applicable through State or Federal law.

J. Conflict of Interest: Chapter 1, Article VIII, Sections 1.801 through 1.807 of the City of Portsmouth Ordinances sets forth a Code of Ethics applicable to all City employees and City officials, elected and appointed. That Code of Ethics defines and prohibits conflicts of interest. Conflicts of interest jeopardize the confidence the public has in government and are to be avoided.

This policy shall take effect upon the passage by the City Council.

Adopted by the Portsmouth City Council on _____

Kelli L. Barnaby, MMC, CMC, CNHMC City Clerk

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| Last Reviewed: 1/4/2021 Effective: 4/1/1993 Revised: 3/6/2014, 12/17/2020 Primary Approver(s): City Manager | City of PORTSMOUTH New Hampshire | Page: 1 of 4 |
| TITLE: <i>Non-Discrimination and Anti-Harassment Policy – City Policy #28</i> | | |

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

1 PURPOSE

The City of Portsmouth (“City”) will not tolerate any form of discrimination and harassment, including sexual harassment. The purpose of this policy is to affirm the City’s commitment to these important goals, provide guidance to prevent unlawful conduct, describe the means of reporting complaints and concerns, and to identify consequences. Adherence to this policy will promote a productive, safe and professional organization in which all persons are treated with fairness and respect.

Employees with any questions about this policy should not hesitate to contact their supervisor or the Human Resources Department.

2 SCOPE

This policy applies to all departments and divisions. It applies to all employees, full and part-time, as well as all interns (collectively “employees”). This policy covers employees’ interactions with each other as well as with the public, vendors and contractors. Employees shall not engage in discriminatory or harassing conduct and equally as important, employees shall report discriminatory or harassing conduct regardless of whether that conduct is committed by a co-worker, member of the public, vendor or contractor so that the issue may be addressed promptly.

3 DEFINITIONS

Discrimination: For the purposes of this policy, discrimination means conduct that is based upon an individual’s protected status (as defined below) and that: adversely affects a term or condition of the individual’s employment; is used as the basis for or a factor in decisions affecting the individual’s employment; or has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Harassment: Harassment is a form of discrimination and includes unwelcome verbal, written, physical, or non-physical conduct that is based on a person’s protected status that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment or otherwise negatively affects an individual’s employment opportunities or benefits. Harassment is a form of discrimination, and can take many forms.

Protected Status: A personal characteristic including race, color, religion, disability, age, sex (including pregnancy), religion, national or ethnic origin, citizenship, protected veteran status, marital status, sexual orientation, gender identity or expression, genetic information, or any other

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characteristic protected by law. Protected status is sometimes referred to as “protected class” or “protected category.”

4 DISCRIMINATION AND HARASSMENT PROHIBITED

The City expressly prohibits any form of unlawful harassment or discrimination based on an individual’s protected status. Employees shall not engage in discriminatory or harassing conduct against any person, whether a co-worker, intern, member of the public, vendor or contractor.

The conduct prohibited by this policy, whether verbal, written, physical, or visual, includes any discriminatory employment action and an unwelcome conduct that is inflicted on someone because of that individual’s protected status. Among the types of conduct prohibited by this policy are epithets, slurs, jokes, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status whether that posting is physical or done through social media or other electronic means. The City prohibits that conduct in the workplace, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

5 SEXUAL HARASSMENT

Sexual harassment, as a form of harassment, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written, physical and non-physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
- Submission to or rejection of such conduct is used as a basis for any employment decisions affecting the person involved; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

This policy prohibits sexual harassment regardless of whether it rises to the level of unlawfulness. Sexual harassment can occur between members of the same sex as well as different genders. Sexual harassment includes preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct.

Examples of sexual harassment forbidden by this policy also includes, but is not limited to: (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual’s appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene texts, emails, letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another’s body.

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6 EMPLOYEE AND SUPERVISOR RESPONSIBILITIES

All employees are responsible for keeping the work environment free of harassment and discrimination. This means encouraging respect and fairness and avoiding the encouragement of actions that could be perceived as discriminatory or harassing. Employees are responsible for reporting incidents of harassment and discrimination as described in Paragraph 7.

Employees in a supervisory role have heightened obligation. If a supervisor observes or receives information regarding an actual or alleged incident of harassment or discrimination, the supervisor shall take immediate action to stop it, whenever possible or appropriate, and is obligated to report the incident using any of the options identified below in Paragraph 7. The supervisor shall take further prompt effective measures to ensure that no further apparent or alleged harassment or discrimination occurs pending completion of any investigation, in consultation with the Human Resources Director and the City Manager as appropriate. For example, it may be appropriate to place an employee against whom a harassment allegation has been made on administrative leave with pay pending the conclusion of the investigation. Any supervisor who is made aware of harassment or discrimination and fails to report it may be subject to disciplinary action, up to and including termination of employment.

Nothing in this Policy prohibits employees from affirmatively speaking with their co-workers about behavior, jokes, comments or other acts that they find uncomfortable or concerning if that employee is comfortable doing so in furtherance of educating their co-workers, but there is no requirement to do so.

7 REPORTING PROCEDURES AND INVESTIGATION

By Employees: Complaints of discrimination or harassment of any type shall be reported immediately to any of the following: a supervisor, the Director of Human Resources or the City Manager. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or engaging in the discriminatory conduct.

By Supervisors: Supervisors who become aware of harassing conduct and/or a complaint of harassment of any type shall report the conduct and/or complaint immediately to the Director of Human Resources or the City Manager.

Any complaint of discrimination, whether reported by an employee or received from a member of the public, vendor or contractor, will be investigated and appropriate action will be taken depending on the nature and severity of any proven incident. Investigations will be conducted as discretely as possible, consistent with the need to conduct a prompt and thorough investigation. Confidentiality cannot be promised.

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8 CORRECTIVE ACTION

Depending on the outcome of any investigation, the City will take appropriate corrective action to stop the discrimination or harassment and prevent its recurrence. Any employee who is found to have engaged in discrimination or harassment prohibited by the policy will be subject to appropriate disciplinary action, up to and including termination of employment. The City may discipline an employee for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law. If the person who engaged in conduct in violation of this policy is not a City employee, the City will take whatever corrective action is reasonable and appropriate under the circumstances.

9 RETALIATION PROHIBITED

Retaliatory treatment of any employee for reporting discrimination, harassment or other prohibited behavior or for cooperating in a harassment investigation is strictly prohibited. All employees who experience or witness any conduct they believe to be retaliatory shall immediately report such conduct according to one of the options defined in Paragraph 7. Retaliation is a form of unlawful discrimination and will be handled in the same manner as other forms of conduct violating this policy.

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| Last Reviewed: 7/25/2023 Effective: 7/25/2023 Primary Approver(s): City Manager, CIO | City of PORTSMOUTH New Hampshire | Page: 1 of 5 |
| TITLE: <i>Acceptable Use Policy – City Council and Board Members</i> | | |

ACCEPTABLE USE POLICY – CITY COUNCIL AND BOARD MEMBERS

1 PURPOSE

This policy outlines the guidelines for the acceptable use of technology resources and computing systems owned and operated by the City of Portsmouth (“City”). Council and Board members granted access to City resources and systems for completing Council work related activities shall abide by the provisions set forth in this policy.

2 PARTIES AND RESOURCES COVERED

This policy applies to all Council and Board members in regard to all technology hardware, O365 and other programs, and municipal devices including phones, laptops, multifunction devices, and storage media. Your municipal e-mail address is an IT Resource as well.

3 GENERAL REQUIREMENTS

3.1 USERS MUST:


- a. Agree to use IT Resources in an effective, efficient, ethical, secure, and lawful manner for municipal business purposes; and

3.2 USERS SHALL NOT:

- a. Attempt to access any information, data or programs contained on IT Resources for which User does not have authorization or explicit consent.
- b. Send fraudulent, harassing, or obscene messages and/or materials using IT Resources or store any such material on IT Resources.
- c. Conduct private business activities or political campaigning using IT Resources.
- d. Download, install, or run cybersecurity programs or utilities that reveal weaknesses in the cybersecurity of any IT Resources such as password cracking software or hacking utilities.

3.3 USERS SHALL:

- a. Report any weaknesses in cybersecurity or any incidents of possible misuse or violations of this policy to the CIO.
- b. Take reasonable precautions to secure the City IT resources to guard against unauthorized access.

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| Last Reviewed: 7/25/2023 Effective: 7/25/2023 Primary Approver(s): City Manager, CIO |  | Page: 2 of 3 |
| TITLE: <i>Acceptable Use Policy – City Council Board Members</i> | | |

4. ADDITIONAL PROHIBITIONS

- 4.1 Users shall not use IT Resources for illegal purposes or to further illegal activities.
- 4.2 IT Resources shall not be used for any unauthorized access to or use of data, systems, and networks including, but not limited to:
 - a. Probing or attempting to probe, scan, or test for vulnerabilities without the express authorization of the CIO.
 - b. Breaching of a host, network component or authentication measure without the express authorization of the CIO.
 - c. Monitoring of data on any network or systems without the express authorization.
- 4.3 IT Resource shall not be used to:
 - a. Purposefully conduct computer activities that result in damage to, or disruption of, a City network or connected device.
 - b. Forge data with the intent to misrepresent the origination user or source.
 - c. Fake electronic mail headers (including any portion of the IP packet header and/or electronic mail address) or to use any other method to forge, disguise, or conceal the user's identity or IP address (also referred to as 'Spoofing').


5. INCIDENTAL PERSONAL USE OF CITY RESOURCES AND SYSTEMS

Occasional and incidental use of IT Resources and systems for personal, non-commercial purposes does not constitute a violation of this policy provided the use is:

- a. At no cost or risk to the City, does not interfere with the City's needs and operation; and
- b. Is otherwise in accord with this policy.

6. NO EXPECTATION OF PRIVACY

Users shall have no expectation of privacy in connection with any use of IT Resources including email communications, internet browsing and storage of documents or data on IT Resources. All information including all data files, documents, videos, and photographs on IT Resources are property of the City. As the owner of this information, the City may disclose information on IT Resources to third parties as it determines is in its best interest including without limitation to supervisors and managers, law enforcement, or in response to statutory requests for records.

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TITLE: *Acceptable Use Policy – City Council and Board Members*

ACCEPTABLE USE ACKNOWLEDGEMENT

I have read and been informed about the content, requirements, and expectations of the Acceptable Use Policy for all City of Portsmouth Users.

I understand that if I have questions, at any time, regarding the policy, I will consult with the Chief Information Officer.

I understand my responsibilities under this Policy and acknowledge this by signing below.

Signature: _____ **Date:** _____

Printed Name: _____



CITY OF PORTSMOUTH CITY COUNCIL POLICY No. 2024-_____

POLICY REGARDING NON-ELECTED VOLUNTEER BOARD, COMMISSION AND COMMITTEE MEMBER TRAINING

1. **Objective and Purpose**

The work of City Boards, Commissions and Committees (“Boards”) and each of its members contribute to shaping City policies that protect and promote the welfare of our community. As part of its commitment to open government and citizen engagement, the City of Portsmouth has established Boards to provide expert and/or community advice to assist the City Council in its decision-making process in a variety of ways, including providing reports and recommendations to Council and Staff on a variety of topics, issues and initiatives. This Non-Elected Volunteer Board, Commission and Committee Member Training Policy (“Volunteer Training Policy”) provides a framework for mandatory Orientation and Training for Board members and is designed to provide guidelines on good governance practices to assist all Board members to effectively serve the Board and the City.

2. **Scope**

This Volunteer Training Policy applies to members of all Boards, Commissions, Committees, including Blue Ribbon Committees, Advisory Committees, and any Task Force established by the City (collectively “Boards”), but does not apply to working groups established by Boards or City Staff.

3. **Orientation and Training**

The City will coordinate and provide Orientation and Training for all Board members prior to their first meeting. Board member participation in this Orientation and Training is mandatory and a prerequisite to participating in any Board meetings. The Orientation and Training will include the distribution and review of the City’s Board, Commission & Committee Handbook for Non-Elected Volunteers (“Volunteer Handbook”), and information regarding the following topics:

- A. A general overview of the City’s governance structure;
- B. Information regarding the Board’s purpose and function, including the role of the Board and its relationship with the public, other Boards, City Staff and the City Council;

- C. Meeting Rules and Procedures, which will including but not limited to:
1. Attendance
 2. Quorum
 3. Role of Chair
 4. Role of City Council Liaison
 5. Role of Staff Liaison
 6. Meeting Rules and Procedures, including compliance with Roberts Rules and Confidentiality
 7. Review of applicable City ordinances, City policies (Standard of Conduct and Code of Ethics, Non-Discrimination and Anti-Harassment, Acceptable Use for Electronic Media, Social Media, and any other policy approved and required by the City Council) and compliance with New Hampshire's Access to Governmental Records and Meeting Law, RSA 91-A (Right-to-Know law)
 8. Discussion of consequences of Board Member's failure to comply with Board Rules and Procedures, City ordinances, City policies and State and Federal laws
- D. Mandatory Board member participation in Orientation and Training to provide guidelines on good government practices, and acknowledgement of review and receipt of Volunteer Handbook and City policies.
- E. Specialized training may be provided to Board Chairs, as needed
- F. Specialized training will be provided to Land Use Boards on quasi-judicial procedures and relevant state law.

The City acknowledges citizen participation as an important ingredient to delivering top-quality public services and further acknowledges the dedication and commitment of each Board member and value their contributions to City government.

This policy shall take effect upon the passage by the City Council.

Adopted by the Portsmouth City Council on _____

Kelli L. Barnaby, MMC, CMC, CNHMC City Clerk

Draft 10252024