



## ORDINANCE

### ESTABLISHING AN ORDER OF BUSINESS FOR SPECIAL MEETINGS, STANDING COMMITTEE MEETINGS AND PUBLIC HEARINGS

#### *CITY OF NASHUA*

*In the Year Two Thousand and Nine*

*The City of Nashua ordains* that Part I “Administrative Legislation”, Chapter 5 “Administration of Government”, Part 2 “Board of Aldermen”, Article III “Rules and Order of Business”, Section 5-14, “Order of Business”, of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language, as follows:

#### “§ 5-14. Order of business.

- A. The order of business for the regular meetings of the board of aldermen shall be as follows:
- ~~A.~~(1) Aldermanic president calls assembly to order;
  - ~~B.~~(2) Prayer to be offered by the city clerk;
  - ~~C.~~(3) Aldermanic president or his designee leads in the pledge to the flag;
  - ~~D.~~(4) Roll call by the city clerk;
  - ~~E.~~(5) Remarks by the mayor;
  - ~~F.~~(6) Response to the mayor's remarks;
  - ~~G.~~(7) Recognition of a city employee, citizen or organization by the board's president commended to the board by the mayor, the board's president or vice president, or any member;
  - ~~H.~~(8) Reading of minutes of previous meeting and public hearings;
  - ~~I.~~(9) Communications, to include a period for the acceptance of written communications and a period not to exceed 15 minutes for the acceptance of orally presented communications or comments from the public or others relative to resolutions or ordinances for that meeting. If there is a reasonable expectation

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by the president of the board that final action shall be taken on an order of business not on the agenda or considered in a communication, the president shall allow comment on that item of business.

~~J.~~(10) Petitions presentation and disposal thereof;

~~K.~~(11) Such nominations, appointments and elections as may be in order;

~~L.~~(12) Reports of committees;

~~M.~~(13) Confirmation of the mayor's appointments;

~~N.~~(14) Business unfinished at the previous meeting;

~~O.~~(15) New business, which may be introduced by any member;

~~P.~~(16) Communications to include a period not to exceed 15 minutes for the acceptance of orally presented communications or comments from the public or others;

~~Q.~~(17) Remarks by the aldermen;

~~(18) Possible non-public session;~~

~~R.~~(19) Adjournment.

B. The order of business for the special meetings of the board of aldermen shall be as follows:

(1) Aldermanic president calls assembly to order;

(2) Prayer to be offered by the city clerk;

(3) Aldermanic president or his designee leads in the pledge to the flag;

(4) Roll call by the city clerk;

(5) Communications, to include a period for the acceptance of written communications and a period not to exceed 15 minutes for the acceptance of orally presented communications or comments from the public or others relative to resolutions or ordinances for that meeting.

(6) Item or items of business for which the special meeting was called;

(7) Remarks by the aldermen;

(8) Possible non-public session related to item or items of business for which the special meeting was called;

(9) Adjournment.

C. The order of business for the meetings of the standing committees of the board of aldermen shall be as follows:

(1) Committee chair calls assembly to order;

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- (2) Roll call by the committee clerk;
- (3) Communications;
- (4) Reports to committee;
- (5) Unfinished business, including tabled items;
- (6) New business;
- (7) Public comment;
- (8) General discussion;
- (9) Possible non-public session;
- (10) Adjournment.

D. The order of business for the public hearings conducted by the full board or a standing committee shall be as follows:

- (1) Aldermanic president or committee chair calls assembly to order;
- (2) Roll call by the city clerk or committee clerk;
- (3) Communications;
- (4) Public Hearing, following procedure of NRO §5-28;
- (5) Adjournment.”

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

This ordinance shall take effect following its passage.

**LEGISLATIVE YEAR 2009**

**ORDINANCE:** 0-09-82

**PURPOSE:** Establishing an order of business for special meetings, standing committee meetings and public hearings

**ENDORSER(S):** Alderman-at-Large Fred S. Teeboom

**COMMITTEE  
ASSIGNMENT:**

**FISCAL NOTE:** None.

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**ANALYSIS**

This ordinance establishes an order of business for special meetings, standing committee meetings and public hearings.

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**Approved as to form:** Office of Corporation Counsel

**By:** Dowly Clarke

**Date:** October 20, 2009