



Name _____

KWL Chart: Local Government

What do we <u>K</u> now about our local government?	What do we <u>W</u> ant to know about our local government?	What have we <u>L</u> earned about our local government?





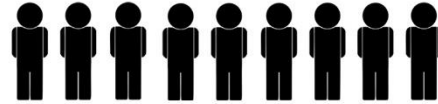
TOWNS VS. CITIES IN NEW HAMPSHIRE

In New Hampshire, there are 221 towns and 13 cities.
What makes a city different from a town in New Hampshire?

THE BIG DIFFERENCE



If you live in a **town**, you have a town meeting or election in March where voters make all the big decisions by voting on each issue. The town government makes suggestions, but it's up to the people to make the final decision with their votes.



If you live in a **city**, you don't have a town meeting or election to make decisions. People in New Hampshire cities vote for representatives, and then those people make all the big decisions.

WHAT DECISIONS DO THEY MAKE?

TOWN

The people have to vote to add a new police or fire fighting job. The people also have to approve how much the people will get paid.

The people vote on how much money their government can raise through taxes and how the town should spend that money.

The school system is always run separately from the town government.

Police & Fire



Budgets



Schools



CITY

The board of aldermen or city council decides if the city needs more police or fire fighters and how much to pay them.

The city council, the city manager, and the mayor are responsible for deciding how much money the city needs and how that money should be spent.

The city council may also be in charge of the school system if the city's voters want them to be. Or, the schools may be separate.



WHAT ABOUT SIZE?

Size doesn't matter!

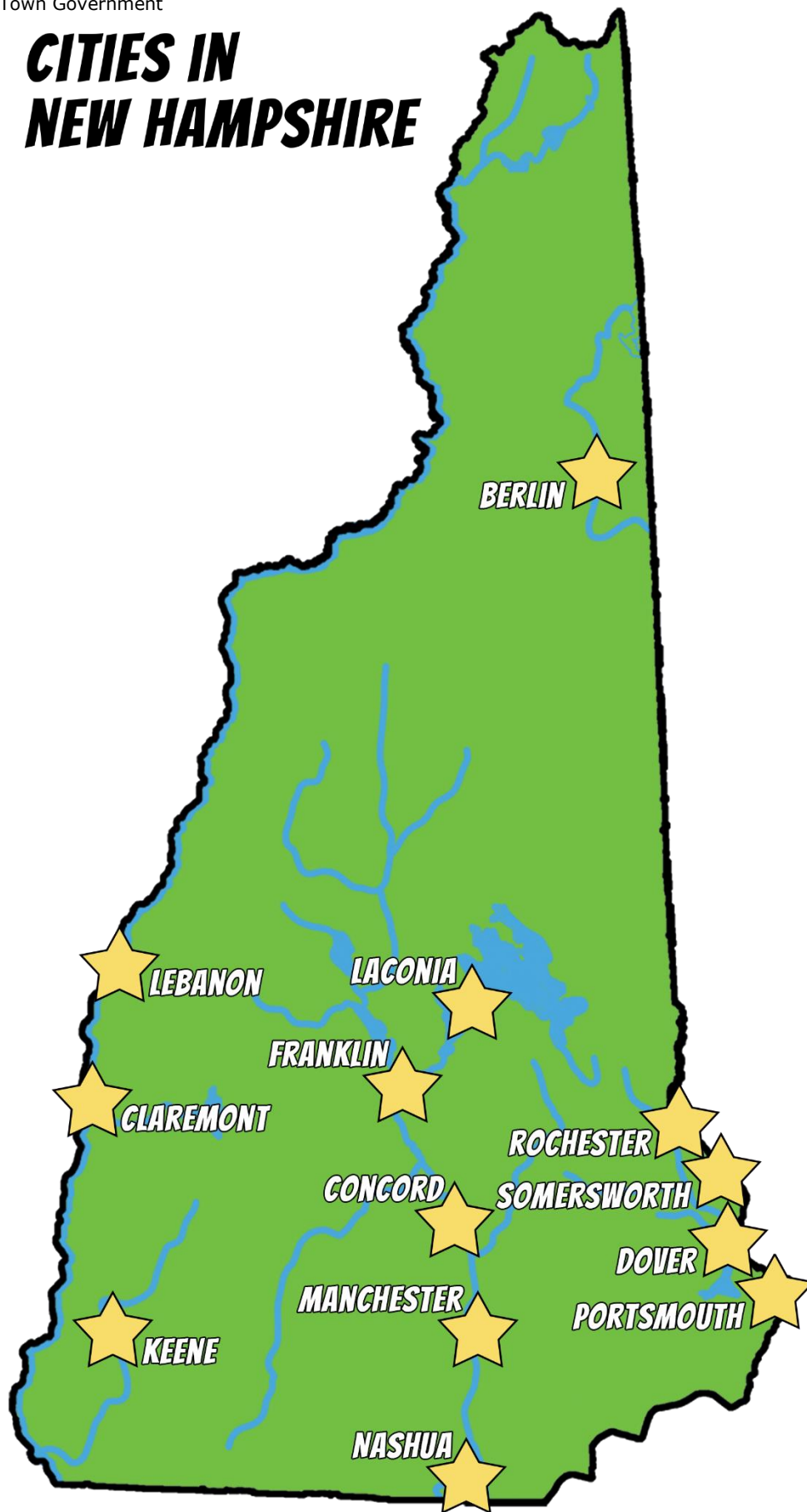
In 2010, New Hampshire's smallest city, Franklin, had 8,477 residents. New Hampshire's biggest town, Derry, had 33,109 residents!





Lesson 18.5: Town Government

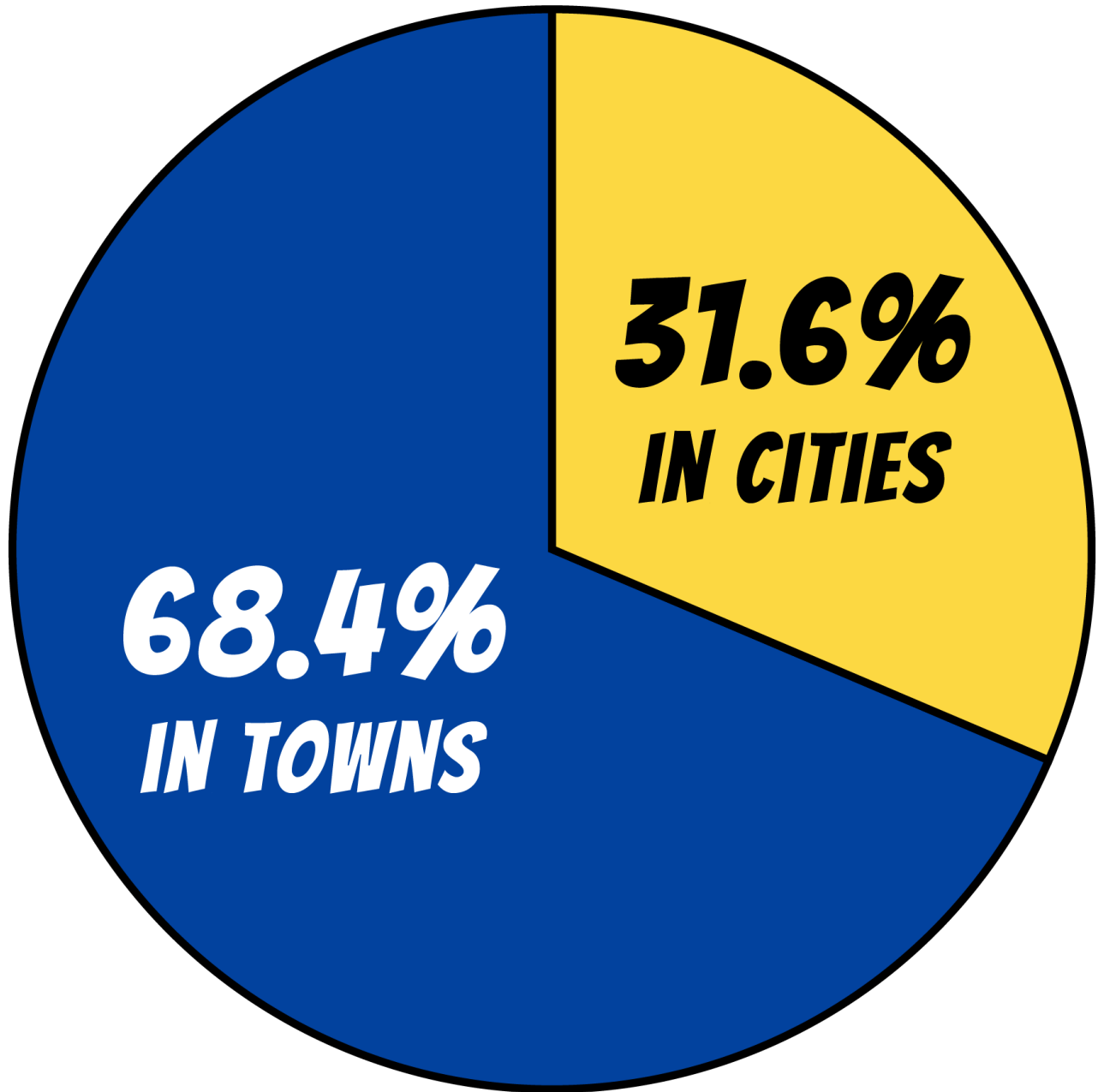
CITIES IN NEW HAMPSHIRE





Lesson 18.5: Town Government

POPULATION OF NEW HAMPSHIRE IN 2010



Name _____

Town Quest

What do residents need to know about your town? How well do you know your town?

1. Pretend you are new in town. How would you find out what you need to know to live in town?

Do you have a town website? What's the address? _____

Where are your town offices located? _____ Phone number? _____

2. Choose four things from the list below you would want to know when you move into town. Find out the answers and write them in the boxes.

A. Where are the police located? Phone number?

B. Where is the fire department? Phone number?

C. Where is the library? What time does it usually open?

D. Where is the elementary school? Phone number?

E. How do you register a vehicle?

F. How do you get a dog license?

G. When is trash and recycling picked up?

H. How can you register to vote?

I. When are the Select Board's meetings? Where?

J. Are there any special services your town offers?

K. How can you play a sport in the recreation department?

L. Where can you ask a question about property taxes?



3. How is your town governed? Who runs the town and makes decisions on a daily basis?
4. How can the people participate in your local government? How can you make your voice heard on issues you care about?
5. What questions do you still have about your town? What is something new or interesting you learned about your town during this activity?



Lesson 18.5: Town Government

Name _____

City Quest

What do residents need to know about your city? How well do you know your city?

1. Pretend you are new in the city. How would you find out what you need to know to live in your city?

Do you have a city website? What's the address? _____

Where are your city offices located? _____ Phone number? _____

2. Choose four things from the list below you would want to know when you move into the city. Find out the answers and write them in the boxes.

A. Where are the police departments located?

B. Where is the fire department? Phone number?

C. Where is the library? What time does it usually open?

D. Is there public transportation? Where is the schedule?

E. How do you register a vehicle?

F. How do you get a dog license?

G. When is trash and recycling picked up?

H. How can you register to vote?

I. Who is the mayor? Where is their office?

J. Are there any special services your city offers?

K. What government meetings can the public attend?

L. Where can you ask a question about property taxes?



Lesson 18.5: Town Government



Voter Check-In, circa 1980s
Source: New Hampshire Historical Society

Town Meeting Image Set (1)



Lesson 18.5: Town Government



New Hampshire Town Meeting, circa 1940s
Source: New Hampshire Historical Society

Town Meeting Image Set (2)

Lesson 18.5: Town Government

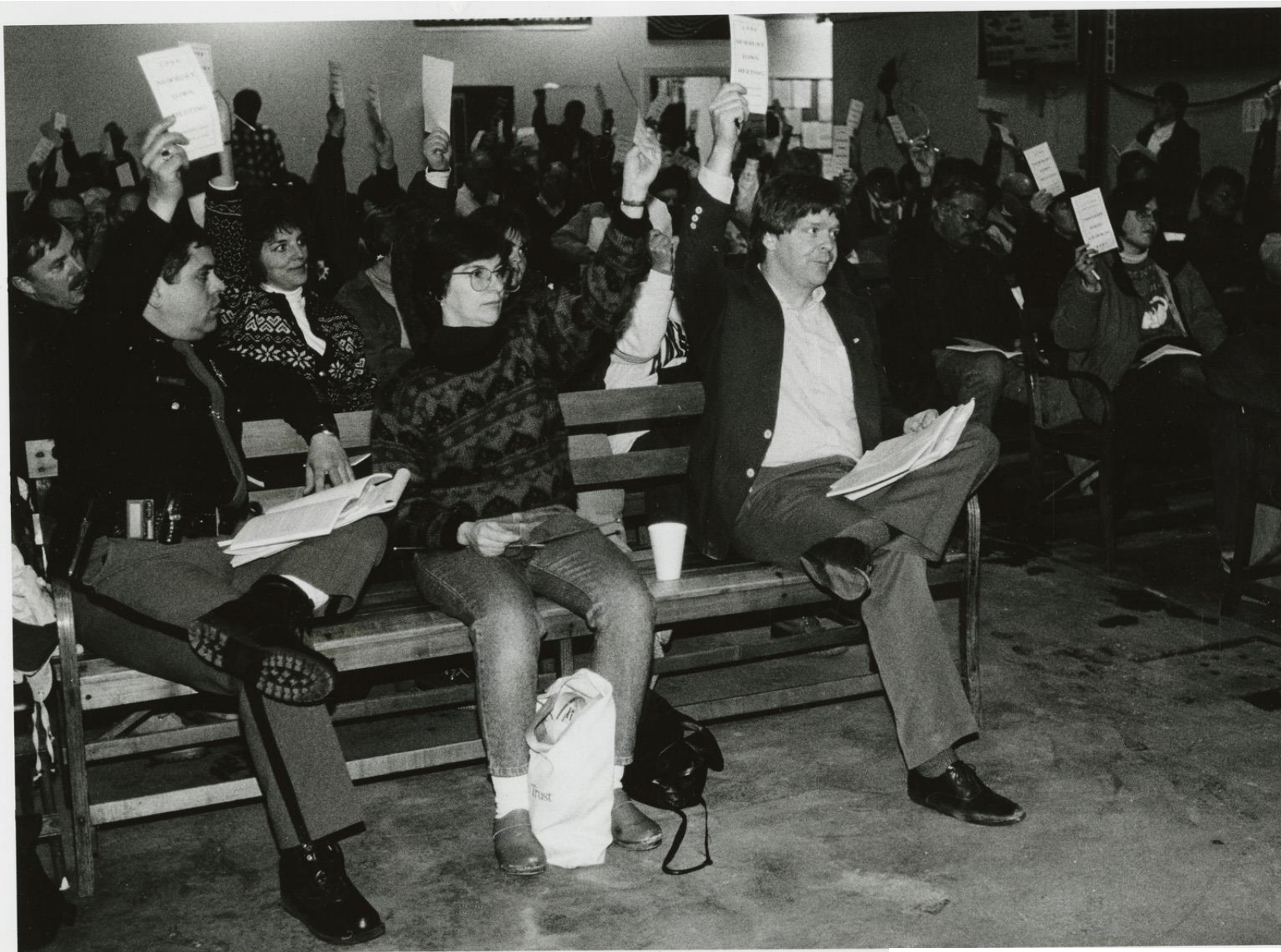


Bristol Town Meeting, 1987
Source: New Hampshire Historical Society

Town Meeting Image Set (3)



Lesson 18.5: Town Government



Newbury Town Meeting, circa 1980s
Source: New Hampshire Historical Society

Town Meeting Image Set (4)

Lesson 18.5: Town Government



Speaking at Town Meeting, circa 1980s
Source: New Hampshire Historical Society

Town Meeting Image Set (5)



Lesson 18.5: Town Government

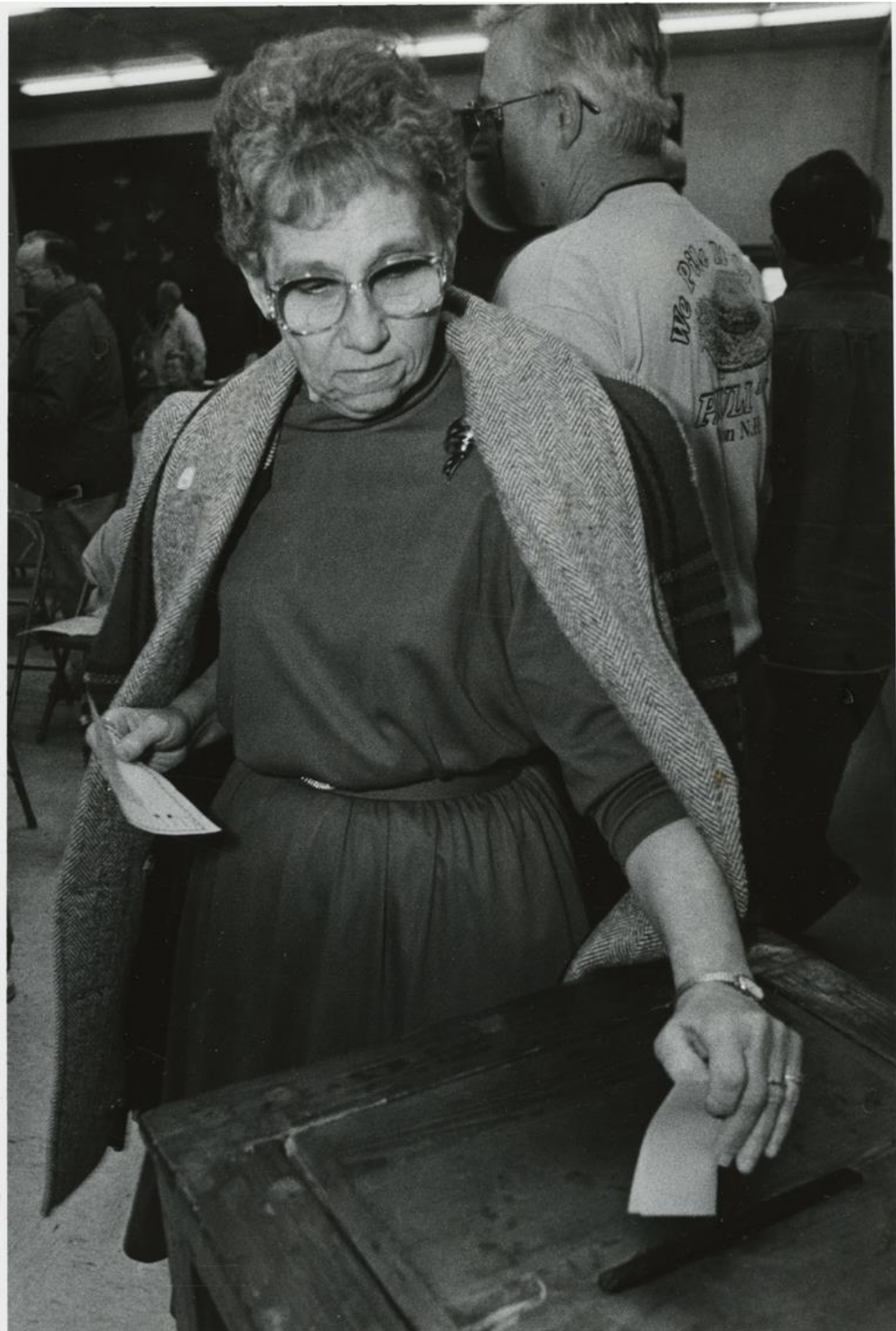


Andover Town Meeting, circa 1980s
Source: New Hampshire Historical Society

Town Meeting Image Set (6)



Lesson 18.5: Town Government



Voting at Town Meeting, 1995
Source: New Hampshire Historical Society

Town Meeting Image Set
(7)

Lesson 18.5: Town Government

Roles in Town Government

Supervisors of the Checklist: elected for a three-year term.

Functions and duties:

1. Keep a complete and alphabetical list of all legal voters up-to-date and publicly available.
2. Every citizen has a right to have their name on the list.
3. If a supervisor fails to do their job, they can be fined \$300 for keeping an incorrect list.

Select Board: three or five citizens elected for three-year staggered terms.

Functions and duties:

1. Keep the town running in between town meetings. This means attending select board meetings, gathering information, and writing reports about town departments. They help solve problems in the town such as property complaints, trash/recycling issues, or business issues through investigating the matter, discussing problems at select board meetings, then voting on solutions. They also supervise all of the people who work for the town government, including in the police and fire departments.
2. Prepare the warrant articles to be discussed at the town meeting.
3. Present a summary of town issues and business at the town meetings. Answer questions put to them by the public and explain the reasoning behind decisions.

Moderator: elected for a two-year term.

Functions and duties:

1. Run town meeting, making sure full and fair discussions of town business occur with all sides presenting their views concisely and politely.
2. The moderator must keep the meeting moving. Only issues on the Town Warrant are discussed and in the proper order. They decide questions of order and publicly announce the results of any voting.
3. Recognize all speakers in order to maintain order. Ensure speakers are not repeating each other or running over time. Rude people will be thrown out by their command, with the aid of police officers on duty.

Town Clerk: elected for either a one- or three-year term.

Functions and duties:

1. The clerk is responsible for keeping all town records in a secure place and must make them available on request. Town records include birth and death certificates as well as property transfers, hunting permits, vehicle registration, dog licenses, and the like.
2. Regular office hours must be kept and local information made available.
3. Runs elections and votes at town meetings with assistance of Supervisors of the Checklist. Keeps notes of meetings.



Educator's Notes for Town Meeting

To consider:

1. **Roles for Town Meeting:** Will you assign roles for the meeting or will students run for election of positions?
2. **Warrant Articles:** How many warrant articles will you have in your meeting? Will students participate in deciding on them? Will they be a genuine decision for the class, like where to go on a field trip, or a pretend decision for the town, like where to place a toxic waste plant? Consider researching actual town issues to present to the class.
3. **Voting:** Will voting be secret or public? Discuss as a class if time permits. What are the benefits and drawbacks of both secret and public voting?
 - Public ways: show of hands, voice vote (if it seems the issue has overwhelming support), standing to be counted
 - Secret ways: paper ballot, putting objects like popcorn kernels or dried beans in a jar

Ahead of time:

- Election of positions, if not assigning roles. See "Roles in Town Government."
- Warrant announcing place and time and warrant articles (i.e., the matters being voted on) need to be posted publicly. See examples and review with students.
- Supervisors of the Checklist need list of voters.
- Town Clerk needs to know how to run voting.
- Town Moderator needs rules to present. See example.
- Consider giving students a chance to practice their roles, both formal roles and speaking within guidelines, so that the mock meeting runs more smoothly. See "Example of Town Meeting Dialogue."
- Post and review "Rules for Town Meeting."

Room Setup:

- Town Moderator should stand at the front, possibly with a podium or desk.
- Selectpeople should be seated at a table facing the audience in two sections.
- Audience should be in rows facing selectmen.
- Town Clerk should be set up to run voting. Supervisors of the Checklist should be at "entrance" to check voters in.
- If possible, microphone with stand should be in between audience sections to be accessible to all.



Rules for Town Meeting

Follow moderator's rules

Listen respectfully

Speak if you wish

When you speak be concise and clear

Only speak when you have a new point or idea to consider

Do not repeat other's comments

Vote when it's time

2021 Moderator's Rules

By state law, the moderator sets the rules of the meeting. (RSA 40:4)

The goal of having moderator rules is a fair, uncomplicated, focused, and understandable process.

To be discussed, the issue or article must be on the warrant, be moved and seconded. To participate in the discussion, you must be a registered voter in the town, have checked in with the Supervisors of the Checklist, and have a voting card.

We will read each warrant article as it appears in the warrant and will ask the involved board or petitioner for a motion and second to place it on the floor of the meeting for discussion, debate, and/or amending.

We will then ask the appropriate board and budget committee or petitioner, as appropriate, to speak first to the article.

Then the article will be open to the floor for your discussion, questions, comments, and/or amendments.

All discussion and questions will be to and through the moderator. This includes eye contact! Passionate debate is welcomed and expected; however, you are expected to be able to disagree without being disagreeable. We wish to hear all viewpoints and to work to build consensus.

You are entitled to an answer to your question, however, there is no requirement that you like or agree with the answer.

To be recognized to speak, please go to the floor microphone. You are then recognized in that order.

Please state your name and address for the record and contain your discussion to one question or statement. Your comment or question must be about the motion that is under discussion.

If you have more than one point or question, please step back to allow others to speak. You may speak again after others have had their opportunity. To allow everyone the opportunity to speak, the moderator asks that you keep it within a two-minute limit for each time you are recognized.

Motion to close debate or move the question will only be accepted by the moderator after everyone who wishes to speak has had at least one opportunity and must be made from the floor microphone.

If you have a question of the moderator regarding the rules of conduct of the meeting or if you think the moderator isn't following the proper procedures you may ask it at any time as a point of order. You may also by law make a motion to overrule the moderator if you feel that the moderator's ruling is clearly wrong. This requires a second and a majority vote.



Lesson 18.5: Town Government

Example of Town Meeting dialogue

Moderator introduction, including reading moderator's rules and introducing themselves, selectpeople, clerk, and supervisors of the checklist

Moderator: We will begin the meeting with Article 01, Field Trip Location (reads article). This article was submitted by [selectperson #1 name]. Do we have a motion to place it on the floor?

Selectperson #1: Motion to place article 01 on the floor for discussion.

Audience member #1: Seconded.

Moderator: Article 01 is now on the floor for discussion. [Selectperson #1 name], please speak to the article.

Selectperson #1: (Talks about the article, why it's up for discussion, options available.)

Moderator: Who would like to speak to this article? Please come to the microphone, give us your name and address, and make your comment. Please be respectful and concise.

Audience member #2: Rebecca Walton, 21 Stevens Drive. I think that...

Audience member #3: Jason Howard, 379 Sagamore Avenue. I'm worried about...

[Audience comments continue until all have had a chance to speak or ask questions. If questions occur, the Moderator decides who should answer them if they cannot and directs that person to answer them.]

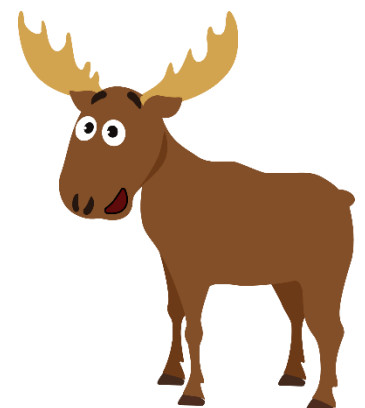
Audience member #56: June Hilton, 30 Park Street. Motion to close debate and vote on article 01.

Moderator: From what I can see, everyone who wishes has had a chance to speak about article 01. Do we have a second on the motion to close debate and vote?

Audience member #3: Seconded.

Moderator: Thank you. We will now vote on article 01, Field Trip Location. [Review voting procedure.]

Audience votes. Moderator announces decision.





Lesson 18.5: Town Government

2021
WARRANT

Bow

The inhabitants of the Town of Bow in the County of Merrimack in the state of New Hampshire qualified to vote in Town affairs are hereby notified that the Annual Town Meeting will be held as follows:

Date: Saturday March 12, 2022

Time: 9:00AM

Location: Bow High School 55 Falcon Way, Bow, NH 03304

GOVERNING BODY CERTIFICATION

We certify and attest that on or before February 12, 2022, a true and attested copy of this document was posted at the place of meeting and at the Town Office and that an original was delivered to the Town Clerk.

Name	Position	Signature
_____	Selectperson	_____
_____	Selectperson	_____
_____	Selectperson	_____
_____	Selectperson	_____
_____	Selectperson	_____



Lesson 18.5: Town Government

2021
WARRANT

Article 01 Field Trip Location

To see where the town will send the 4th grade for spring field trip. The Town is allowed to spend up to \$45 per student for the stated purpose. Locations considered: Strawberry Banke, Isles of Shoals, The Flume. Additional funding to come from student families. Transportation provided by bus. Article submitted by Select Board. Majority vote required.

Article 02 Reading Nook Setting

To see if the town will change the reading nook location for Room 32 in the elementary school. It is currently in the corner near the coat hook, and proposed change is to move it next to the windows. No funding required. Article submitted by petition. Majority vote required.

Article 03 Toxic Waste Plant

To see if the town will approve a toxic waste plant within town borders. To be built on private property as a for-profit business. Safety procedures to be followed; taxes revenue from business will be used for land conservation. Article submitted by Select Board. Majority vote required.



Name _____

The Importance of Neutrality

As of 2021, Richard King Chamberlain has been Town Moderator of Brentwood, N.H., for 41 years. Read his advice about being a Town Moderator and then answer the reflection questions.

Most important as a moderator ... REMAIN NEUTRAL! In my 41 years as Brentwood's Town Moderator I have never put political signs in my front yard, never written a local political 'Letter To The Editor,' never participated in a political phone calling event. Consequently, I am trusted by townspeople who know me.

Richard King Chamberlain, June 2021

1. What does it mean to "remain neutral"?
2. Why do you think avoiding putting political signs in his yard and not writing political 'Letters to the Editor' helps Mr. Chamberlain stay neutral?
3. Why would it be important for a Town Moderator to remain neutral? Do you agree with Mr. Chamberlain?
4. Was there ever a time when you had to remain neutral? What happened? Was it difficult? Why?



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Richard King Chamberlain, June 2021

1. What does it mean to "remain neutral"?

To remain neutral, someone or something has to show that they are not on any side.

2. Why do you think avoiding putting political signs in his yard and not writing political 'Letters to the Editor' helps Mr. Chamberlain stay neutral?

I think that if he put political signs in his yard or wrote to the editor about political issues, he would show that he was on one side or the other of politics, which would not be neutral.

3. Why would it be important for a Town Moderator to remain neutral? Do you agree with Mr. Chamberlain?

It's important because their job at the town meeting is to make sure every one is heard and that everyone has a chance to express their opinions. I do agree, because if he didn't act neutral, then one side or the other might think he was giving them more or less chance to have their voice heard at the meetings.

4. Was there ever a time when you had to remain neutral? What happened? Was it difficult? Why?

Answers will vary.