

2012

# Moderators Workshops

## Overview

The New Hampshire Local Government Center (LGC) and New Hampshire School Boards Association (NHSBA) co-present the annual Moderators Workshops to support individuals serving their communities as town, village district and school district moderators. Separate workshops will focus on the specific requirements for SB 2 and traditional Town Meeting and provide attendees with guidance relevant to the structure and rules of each form of meeting. Attendees will receive a copy of LGC's 2011 edition *Town Meeting and School Meeting Handbook*. (Please note that the budget process is not the focus of this workshop; the topic is covered in detail at the annual Budget and Finance Workshop.)

## Who Should Attend?

These workshops are offered for moderators from LGC/NHSBA member towns, village districts and school districts. Town clerks, selectmen and other town officials may also find this workshop informative. Individuals serving as moderator for traditional and SB 2 meeting formats are welcome to attend both workshops.



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NEW HAMPSHIRE  
**Local Government Center**  
PO Box 617 • Concord, NH 03302-0617

2012

# Moderators Workshops

*Training opportunities for town, village district and school district moderators*

## SB 2 Meeting

Saturday, January 21

(Snow date: Saturday, January 28)

## Traditional Town Meeting

Saturday, February 25

(Snow date: Saturday, March 3)

**9 a.m. – 12:30 p.m.**

**Local Government Center,  
Concord, NH**

*Registration and continental breakfast begin at 8:30 a.m.*



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# Moderators Workshops

*Training opportunities for town, village district and school district moderators*

## Presenters:

### New Hampshire Local Government Center

David R. Connell, *Legal Services Counsel*

C. Christine Fillmore, *Staff Attorney*

Paul G. Sanderson, *Staff Attorney*

### New Hampshire School Boards Association

Barrett M. Christina, *Staff Attorney*

## Enroll Today!

Pre-registration required.  
Registration deadline: One week prior to workshop date.

**Cost:** \$30

Please make check payable to:  
Local Government Center  
(Please do not send cash.)

Register online at [www.nhlgc.org](http://www.nhlgc.org), or complete and return this registration form:

**Mail:** NH Local Government Center  
Attn: Judy Pearson  
PO Box 617  
Concord, NH 03302-0617

**Fax:** 603.415.3087  
Attn: Judy Pearson

**Email:** [registrations@nhlgc.org](mailto:registrations@nhlgc.org)

## Agenda

**8:30 – 9:00 a.m.**

### Registration and Continental Breakfast

**9:00 – 10:15 a.m.**

### The Basic Law of Town, Village District and School District Meeting

Statutes governing the moderator's duties at town, village district and school district meetings will be discussed along with issues related to warrant articles, the operating budget, secret ballot voting and other town meeting issues. This topic will be offered in two concurrent sessions tailored for new and experienced moderators. Ample time will be devoted to questions and answers.

**10:15 – 10:30 a.m.**

### Break

**10:30 – 11:30 a.m.**

### Strategies for Running a Smooth Meeting

Moderators are faced with a challenging task: keeping meetings focused and fair to all participants, while effectively facilitating the flow of debate. This session will highlight suggested strategies for running respectful and efficient meetings.

**11:30 – 11:45 a.m.**

### Break

**11:45 a.m. – 12:30 p.m.**

### Sample Scenarios

A series of sample scenarios will help attendees prepare for a wide range of meeting challenges.

### Directions

Take Interstate 93 north or south to Exit 15E (Route 393). Travel approximately 3.5 miles to Exit 3 (Route 106). Turn right at the light at the end of the exit ramp and follow Route 106 through the next light. Continue approximately 1.5 miles, passing the Steeplegate Mall. Take a right onto D'Amante Drive and then a left onto Triangle Park Drive. The LGC is located at 25 Triangle Park Drive, directly behind Home Depot.

## Yes, I will attend the 2012 Moderators Workshop:

- SB 2 Meeting**  
Saturday, January 21 (snow date: January 28)
- Traditional Town Meeting**  
Saturday, February 25 (snow date: March 3)

**Experience:** I currently serve as  town and/or  school moderator. The 2012 meeting will be my \_\_\_\_ year serving as moderator.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Town/School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*If you have questions or require special accommodations, please call Judy Pearson at 800.852.3358, ext. 150.*

**Cancellations:** Notification must be received 48 hours in advance for a full refund. If registration fee has not been submitted, the New Hampshire Local Government Center will invoice you for \$30 to cover the cost of meals and materials.