

**ROLLINSFORD SCHOOL DISTRICT’S
GUIDE TO THE VOTING PROCESS**

The Rollinsford School Board developed this “Guide to the Voting Process” to educate the public in the process used to conduct the school board’s annual meeting, including the development of the District’s annual budget. It contains important target dates that must be met throughout the process and a brief description of the various terms important to the process. It is hoped that this will help all community members to become involved in the District while at the same time reminding long-time residents of their responsibilities.

IMPORTANT DATES/ACTION ITEMS

Late Summer/Early Fall	November	December	January	February	March
<p>* Superintendent and School Administrators Develop budget proposal.</p>	<p>* In early November, the Superintendent presents proposed budget to the School Board.</p> <p>*School Board reviews proposed budget, makes adjustments and approves a recommended budget.</p>	<p>*Budget Committee reviews School Board’s recommended budget and develops a draft document of final budget to present to voters on Wednesday December 13, 2017, held at Rollinsford Grade School 6:30pm</p>	<p>* Second Tuesday in January (January 09, 2018) is the deadline for all petition warrant articles.</p> <p>* Second Tuesday in January (January 09, 2018) is the deadline for CB Agreement.</p> <p>* Budget Committee holds public hearing (January 13, 2018) to gain community input on their final budget proposal.</p> <p><u>Snow Date</u> * Budget Committee holds public hearing (January 16, 2018) to gain community input on their final budget proposal.</p> <p>* Filing period to run for public office opens on Wednesday, January 24, 2018 and continues for 10 days (February 02, 2018)</p> <p>*January 29, 2018 all warrants must be posted publicly.</p>	<p>* Saturday February 03, 2018 First Deliberative Session held at Rollinsford Grade School 9am</p> <p><u>Snow Date</u> * Tuesday February 06, 2018 First Deliberative Session held at Rollinsford Grade School 7pm</p>	<p>* March 06, 2018 Annual Reports Available to Public</p> <p>* Voting by ballot (7am to 7pm) on the second Tuesday in March. (March 13, 2018)</p>

DEFINITIONS OF IMPORTANT GROUPS OR EVENTS

- The Role of the School Board** – The Rollinsford School Board works with its administrative staff to develop a budget proposal that it believes will allow the District to meet its obligations and educational goals. It is responsible for establishing the budget timeline and for organizing the annual meeting – both the first and second sessions. It also manages the budget throughout the year with the assistance of the District’s Business Administrator.
- The Role of the Budget Committee** – The Rollinsford School District Budget Committee is the watchdog of the proposed budget. It actually develops the final proposal that goes to the voters at the annual meeting and holds at least one public hearing to gain public input on the proposal.
- Annual Report** – A booklet mailed to all voters in the district, which reports the progress of the district over the previous year. It contains a copy of the audit of the financial operations of the district, also details the budget for the upcoming year, and lists all warrant articles – both Board-sponsored and petition. Traditionally, the Town of Rollinsford’s annual report includes a Principal’s written report.
- Separate Warrant Article** – An article on the warrant that will result in an amount of money being set aside for a particular purpose. Some purchases must be done in this manner, for example the purchase of the bond for a new school.
- Petition Warrant Article** – An article that appears on the district warrant which was placed there by having twenty-five or more voters sign a petition to have it included.
- SB – 2** – RSA 40:13 commonly called SB-2 is the legal basis for the format used by the Rollinsford School District to conduct its legislative body. SB – 2 calls for a two session annual meeting – a deliberative session and ballot voting.

7. **Deliberative (First) Session** – Part of the two session annual meeting required by SB – 2. It is a formal meeting where the district's business is conducted and its voters get to set the ballot, which will be voted upon at the ballot voting. The date of this first session is set by the School Board and must fall within a set timeframe established in the law. At this morning meeting held in the last week of January at Rollinsford Grade School, voters are permitted to discuss and debate the various issues and set the actual items to be voted upon at the second session.
8. **Ballot Voting (Second) Session** – This second part of the annual meeting is set by law on the second Tuesday in March and gives citizens of the district the opportunity to go to the polls and vote for or against any item on the warrant. Voting is conducted by the Town Moderator in the local community, and the polls are open for the entire day – 7:00 am to 7:00 pm.
9. **School District Clerk**- The school district official who takes the official minutes of the annual meeting and assists in the conduct of the election for elected district officials – school board members, budget committee members, and school district moderator. Petition warrant articles and applications to run for elected office are delivered to the clerk. Presently, the school district clerk is Sue Stairs of Rollinsford.
10. **School District Moderator** – The moderator is an elected official of the district who runs the annual meeting and conducts the election in conjunction with the Town Clerk. For many years, Joe Caouette has served as the District's moderator.
11. **Default Budget** – The budget that will be available for the district to spend if the voters turn down the request of the budget committee. The default budget is calculated in a specific manner by law – it is the same budget as the previous year increased or decreased by contracts and obligations of the district.
12. **Filing Period** – The window when a voter may sign up to run for office by contacting the School District Clerk. For all offices except the Budget Committee, a voter must complete a form and “put down a dollar” to indicate their willingness to serve. This period is established by law and runs for ten (10) days including the weekend.
13. **Warrant** – A preliminary draft of the ballot that lists all warrant articles to be voted on.
14. **RSA** – The Revised Statutes Annotated or RSA's, as commonly referred to, are the laws governing the State of New Hampshire.