

Other duties during the election day process may include, but are not limited to, inspecting the checklists, inspecting the voting machines, aiding voters, maintaining order, determining voter challenges, receiving and processing absentee ballots, closing the polls, processing the vote counts, determining legal ballots, reporting the voting results, securing the ballots, validating/signing documentation, and returning the materials, documentation and counted ballots to the city clerk's office. The moderator may be asked to participate in any recount procedures that a candidate may request.

Ward Clerk

The ward clerk reports directly to the moderator. The primary duty of the clerk is to administer and prepare the documentation required at the polling place. This includes not only the election return, tally sheets and associated reports, but also such documentation as poll workers' time sheets, payroll records, W-4 forms, etc.

The ward clerk must pick up the ward supplies and documentation package at the city clerk's office before reporting to the polling place. The ward clerk shall also aid any voters who may need assistance in the polling area. The clerk will assist the moderator in the course of managing the polling place. Other duties require the clerk, at the direction of the city clerk and the Secretary of State, to require the selectmen to sign and post warrants announcing the upcoming election.

Clerks serve two-year terms and are elected at the biennial municipal election, every odd-numbered year. They must be a resident of the ward they represent.

Selectmen

Selectmen are elected for two-year terms at the biennial municipal election, every odd-numbered year. They must be a resident of the ward they represent.

There are three elected selectmen per ward. The selectmen are responsible for choosing the polling place. They report directly to the moderator. Their primary duty is to maintain the checklist and to aid the voters in the election process. They must be signatories on warrants and most of the election reports and are, therefore, responsible for the proper counting of the election results (including tallies and absentee counting) and providing the Ward Clerk with their results. They are responsible for the orderly flow of voters through the polling place and to ensure that the polls are open and functioning properly. They are also responsible for making appointments of ballot inspectors if the two major parties fail to appoint within the required timeframe.



Voter's Guide

City of Nashua Municipal Elected Offices

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Board of Aldermen (BOA)

The Mayor and the Board of Alderman work together and are responsible to administer the fiscal, prudential, municipal and other affairs of the city. The mayor is the principal officer who works with the board of aldermen. The BOA consists of fifteen aldermen, sitting and acting together as a single body. Of these fifteen people, nine of them are ward aldermen — there is one representative for each of the nine wards in the city. The remaining six are at-large aldermen who represent the entire city, and therefore run in all nine wards in a city-wide contest. The BOA is led by the president of the board, who is selected by the board from among the six at-large members.

There is no age requirement for either the mayor or board of aldermen. The only requirement is that the mayor and aldermen at-large must be residents of Nashua, and the ward aldermen must be a resident of the particular ward that they represent.

The mayor is elected for a term of four years. The nine ward aldermen are elected for a term of two years. The at-large aldermen are elected for a term of four years, with three of them elected at each municipal election.

Board of Public Works

The board of public works is composed of the mayor and four members to be chosen by voters of the city at large. The commissioners of the board of public works serve four year terms, with only two of them being elected at each general municipal election. There is no age requirement for this position. However, those serving on this board must be a resident of the city and they cannot hold any other city office simultaneously with this one.

The board of public works directs the construction, alteration, cleaning, watering and repair of streets, highways, bridges, and sidewalks that the city is responsible for. They also are responsible for the establishment and maintenance of public sewers and drains, for the planting and care of the trees standing in the streets and public ways, and the location and supervision of electric power, electric lights, telephone, telegraph, and trolley wires and any poles required by these services. This board also is responsible for gas and water pipes. In addition, they have the sole power to select and purchase land for the public works department, although they must go to the board of aldermen to appropriate the funds to do so.

Board of Fire Commissioners

The fire department consists of a board of five fire commissioners, and such officers and other members as the board of fire commissioners appoint within the limits of the funds appropriated for that purpose by the mayor and board of aldermen. They are responsible for all buildings, fire apparatus and hoses. In addition, they select and purchase land for the fire department. Like the Board of Public Works, the BOA must then approve the funds to do so.

There is no age requirement to serve on this board. The members may not hold any other municipal office.

Board of Education (BOE)

The board of education consists of nine members. Five of them run in one municipal election and four in the next. There is no age requirement to serve on the board and all of the positions are at-large; therefore, the only requirement is that they be a resident of the city.

The charter of this board is to follow the rules established by the State of New Hampshire and to protect the health of children attending the public schools in the city. The board selects their own president and clerk from its membership. No one can hold any other city office during their tenure as a member of the board of education.

There are several committees within the board of education that its members serve on. While the BOE manages its own budget and contracts, the overall budget and any contracts must be presented to the BOA for final approval. The BOA can change the final amount, but they cannot make any specific changes to line items in the BOE's budget.

Election Officials

Each ward within the city has five people within the ward who are elected to run the elections, whether municipal, state, or federal. These roles are required and the duties established by the state.

Moderator

The moderator is the chief election officer in charge of the polls at the ward level. They are elected for a two-year term at the biennial municipal election, every odd-numbered year, and must be a resident of the ward that they preside in. The moderator is under the direction of the city clerk, who is the city's chief election officer. The moderator is responsible to make certain all election officials are available on the day of the election and that each is familiar with his or her duties for the day. All ward election officers are subordinate to the moderator, who is responsible for the correctness of the election procedure. The moderator is required to have the polling place open and ready to accept voters at the prescribed time. There is a variety of documentation that must be legally posted at the polling place and the moderator has this responsibility.

On Election Day, the moderator is charged with maintaining order at the polling place and is the authority on all decisions. The city clerk will offer assistance to the moderator by phone or in person, if necessary. The city clerk supplies election specialists to be available to aid the moderator with technical or administrative assistance throughout the day.