Town of Proctor Selectboard Public Meeting Rules and Procedures Policy

Article 1. Purpose

Sec. 1 The purpose of this policy is to provide clear and concise rules and procedures for conducting all meetings of the Town of Proctor Selectboard.

Sec. 2 This policy shall be made available at all meetings and the procedures for public comment reviewed at the beginning of all meetings.

Article 2. Application

Sec. 1 This policy setting forth rules and procedures for Selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Proctor Selectboard.

Article 3. Conduct of the Meeting

Sec. 1 The Selectboard of the Town of Proctor is required by law to conduct its meetings in accordance with the Vermont open meeting law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of the Town of Proctor must be open to the public at all times, except as provided in 1 V.S.A. § 313.

Sec. 2 At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard. 1 V.S.A. § 312(h).

Sec. 3 A majority of the members of the Selectboard must be present in order to hold a meeting. Such a majority shall constitute a quorum. If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.

Sec. 4 The chair of the Selectboard shall conduct all board meetings and rule on questions of order. In his or her absence, the vice chair shall conduct the meeting and rule on questions of order. In the absence both the chair and the vice chair the attending members shall appoint a chairperson pro tem to run the meeting. Normally, the chair will conduct the meeting according to Robert's Rules of Order.

Sec. 5 Each Selectboard meeting shall have an agenda, with time allotted for each item if feasible, of business to be considered by the Selectboard. Those who wish to be added to the meeting agenda shall contact the Town Office or chair to request inclusion on the agenda prior to noon time of the last work day before the scheduled meeting. The Selectboard chair shall determine the final content and order of the agenda. The first item on an agenda shall be the review and approval of the agenda. The agenda maybe amended during the review.

Sec. 6 At the beginning of each Selectboard meeting, there shall be up to 15 minutes afforded for open public comment. Each person shall be limited to 3 minutes, unless by majority vote, the Selectboard increases the time. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items accordingly.

Sec. 7 A Selectboard meeting is a meeting open to the public, not a public meeting. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair or by majority vote. Such comment, if permitted, shall be limited to 3 minutes, unless by majority vote, the Selectboard increases the time for public comment.

Sec. 8 General ground rules concerning decorum of board members, citizens and guests:

a) Citizens and guests will only speak when recognized by the chair. They will speak from the podium one speaker at a time.

b) I will not interrupt the speaker.
c) I will disagree politely and address the issue not the personality.
d) I will come prepared to participate.
e) I will practice open mindedness.
f) I will treat each person with dignity and respect.

Sec. 9 If an individual is out of order or unruly, the chair may suppress the person's participation entirely, ask the individual to leave the meeting or recess the meeting until order is restored.

Sec. 10 Normally when a meeting is adjourned, the business at hand has been dealt with, the meeting is over, and the Selectboard will meet at the next regularly scheduled time. However, a meeting may be adjourned to a time and place certain in order to attend to some unfinished business. When a meeting is adjourned to a time and place certain, only that business which is carried forward from the adjourned meeting may be dealt with. Any new business must be conducted at a new, properly warned meeting.

Article 4. Effective Date

Sec. 1 This policy shall become effective immediately upon its adoption by the Proctor Selectboard.

Sec. 2 These rules and procedures may be amended by majority vote of the Selectboard.

Sec. 3 This policy must be readopted annually at the first meeting following Town meeting.

This policy was re-adopted on March 23, 2009.
This policy was re-adopted on March 8, 2010.
This policy was amended and re-adopted on March 21, 2011.
This Policy was re-adopted on March 10, 2014
This Policy was re-adopted on March 9, 2015
This Policy was amended and re-adopted on August 10, 2015
This Policy was amended and re-adopted on March 14, 2016
This Policy was re-adopted on March 27, 2017
This Policy was amended and re-adopted on April 10, 2017
This Policy was amended and re-adopted on March 12, 2018
This Policy was re-adopted on March 11, 2019
This Policy was re-adopted on March 9, 2020

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