

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 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.
- Sec. 6 At the beginning of each Selectboard meeting, there shall be 30 minutes afforded for open public comment. 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) I will only speak when recognized by the chair.
 - b) I will not interrupt the speaker.
 - c) I will disagree politely and address the issue not the personality.

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- 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.
- 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.