

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

POMFRET SELECTBOARD RULES OF PROCEDURE

A. PURPOSE.

The Selectboard of Pomfret is required to conduct its meetings in accordance with Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

These rules of procedure apply to the Selectboard of Pomfret, referred to below as “the body.” These rules apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair or, in the chair’s absence, the vice-chair, shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as the presiding member for that meeting.
2. The presiding member shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body constitute a quorum. If a quorum of the members of the body is not present at a meeting, the meeting will be canceled.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. A motion made by a member of the body requires a second. The presiding member of the body may make a motion and may vote on a question before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body. 1 V.S.A. § 172.
6. Discussion will only proceed after a motion with a question has been offered. However, there is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the presiding member. A motion may be amended by any member of the body following discussion. Motions to close or limit debate will not be entertained. Once discussion has ended, the presiding member will call the question.
7. Any member of the body may request a roll call vote.
8. Meetings may be recessed to a time and place certain.

9. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.

10. These rules may be amended by majority vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Members of the body, or other town officials, who wish to have items added to the meeting agenda shall contact the Selectboard Assistant to request inclusion on the agenda. Members of the public wishing to request an item be placed on the agenda shall contact a member of the body with their request. The Selectboard Assistant shall maintain a running list of agenda items to be addressed by the body. The Selectboard Chair will lead the development of the regular agenda. The Selectboard Assistant, or in his or her absence, a designated body member, will prepare the final regular agenda for distribution.

2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, notice of the meeting, to include a meeting agenda, shall be posted on the home page of the Town's website, on the Pomfret Listserv, in the Town Offices, and posted near the North and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.

3. Materials and information relevant to decisions or actions the body will or may make will be included in the agenda packet posted on the Town website so that the body and the public each have sufficient time to review materials and information prior to the meeting. With the exception of the agenda itself, the agenda packet may be amended up until 24 hours prior to the meeting.

4. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made after the public comment period at the beginning of the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by unanimous vote of the body. Agenda for special meetings may not be changed during the meeting. 1 V.S.A. § 312(c)(2).

E. MEETINGS.

1. Regular meetings shall take place on the first and third Wednesday of the month at 7 p.m. at the Pomfret Town Offices.

2. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.

3. A member of the body may attend a regular, special, or emergency meeting by electronic or

other means without being physically present at the designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:

a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice of the meeting in or near the municipal clerk's office and posted near the North and South Pomfret Post Offices.

b. The public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

4. Draft minutes shall be prepared by the Selectboard Assistant, or in his or her absence, another member of the body, and he or she shall clearly label them as "draft" minutes and shall post the draft minutes on the Town website within five (5) calendar days of the meeting. After the draft minutes have been approved by the Selectboard, the Selectboard Assistant, or in his or her absence, another member of the body, shall prepare the approved minutes by making any additions and/or corrections to the draft minutes and clearly label them as "approved" and shall post them on the Town website.

5. Selectboard meetings will be audio recorded, except in cases where technical problems prevent doing so. The audio recording for a given meeting will be posted on the Town website not later than five (5) calendar days after the meeting.

6. Meetings may be recessed to a time and place certain.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules. 1 V.S.A. § 312(h).

2. At the beginning of each meeting there shall be ten minutes allotted for public comment on issues not contained in the agenda. As necessary, and by majority vote, the body may increase the time for public comment.

3. After a motion is offered and after the body has discussed the motion, there may be 2 minutes per person afforded for open public comment on the question. At his or her discretion, the presiding member may invite the public in refining the motion.

4. Members of the public must be acknowledged by the presiding member before speaking. Comment by the public must be addressed to the presiding member or to the body as a whole, and not to any individual member of the body or public.

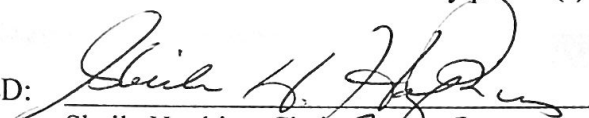
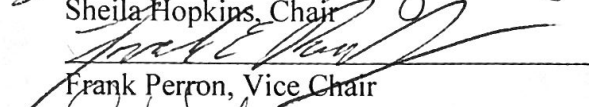

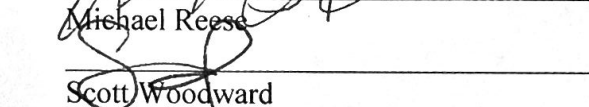
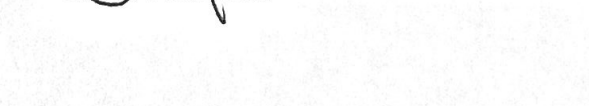
5. Speakers must identify themselves with name and address the first time they speak during a meeting.

6. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

7. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

8. Members of the body and members of the public shall obey the orders of the presiding member. The presiding member should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

- a. Call the meeting to order and remind the members of the applicable rules of procedure.
- b. Declare a recess or table the issue.
- c. Adjourn the meeting until a time and date certain.
- d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED:	 _____ Sheila Hopkins, Chair	<u>5/3/17</u> Date
	 _____ Frank Perron, Vice Chair	<u>3 May 2017</u> Date
	 _____ Emily Grube	<u>5/3/17</u> Date
	 _____ Michael Reese	<u>5/3/2017</u> Date
	 _____ Scott Woodward	<u>5/3/2017</u> Date