As approved March 4, 2026

Town of Pomfret

5218 Pomfret Road

North Pomfret, Vermont 05053

Selectboard Rules of Procedure

A. PURPOSE. The Selectboard of Pomfret 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 Pomfret must be open to the public, except as provided in 1 V.S.A. § 313.

B. APPLICATION. This policy setting forth rules of procedure shall apply to the Selectboard of Pomfret, referred to below as "the body." These rules shall 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 of the body 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 chair for that meeting.

2. The chair 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 shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.

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. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.

6. 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 chair.

7. Any member of the body may request a roll call vote. When one or more members attend a meeting electronically, a roll call vote will be required.

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

9. 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 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 who wish to have items added to the meeting agenda shall contact a member of the body to request inclusion on the agenda. The chair will lead the development of the agenda. The Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee, will prepare the final 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 Town website, on the Pomfret Listserv, in the Town Offices, and posted near the North Pomfret and South Pomfret Post Offices. The agenda must also be made available to any person who requests such agenda prior to the meeting.

3. 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 as the first act of business at the meeting, immediately before the first public comment period at the meeting. Additions to and deletions from the noticed agenda must be approved by a majority of the body and only time sensitive items may be added at a 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.

E. MEETINGS

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

2. Special meetings may be held when needed.

3. Emergency meetings may be held without public announcement, without posting of notices, provided 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 public body.

4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a 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.

5. If any member of the body attends a meeting without being physically present at a designated meeting location, such member(s) will attend via Zoom when feasible, otherwise via telephone.

6. Draft minutes shall be prepared by the Selectboard Assistant, or in their absence, the Selectboard Clerk or other designee and they shall clearly label them as “draft” minutes and shall post the draft minutes on the Town website within five (5) calendar days after the meeting. After the draft minutes have been approved by the body, the Selectboard Assistant, or in his or her absence, the Selectboard Clerk or other designee 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.

7. Meetings will be audio and videorecorded, except in cases where technical problems prevent doing so. An audio and/or video recording of each meeting will be made available on the Town website within five (5) calendar days after the meeting.

8. 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.

2. At the beginning of each meeting of the body there shall be up to ten (10) minutes allotted for public comment on issues not contained in the agenda. By majority vote, the body may increase the time for open public comment.

3. At the end of discussion of each agenda item, but before any action is taken by the public body at each meeting, two (2) minutes per person may be afforded for public comment. By majority vote, the body may increase the time for public comment on an agenda item.

4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.

5. Members of the public must be acknowledged by the chair before speaking.

6. Members of the public must identify themselves with name and town of residence the first time they speak on an agenda item.

7. 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.

8. 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.

9. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair 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 or another law enforcement official to remove disorderly person(s) from the meeting.

[*Remainder of page intentionally blank. Signature page follows.*]

ADOPTED this 4th day of March, 2026:

Benjamin Brickner

Steve Chamberlin

Emily Grube

John Peters Jr.

Marjorie Wakefield