

## **WEST FAIRLEE SELECTBOARD RULES OF PROCEDURE**

- A. PURPOSE.** The selectboard of the Town of West Fairlee 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 West Fairlee must be open to the public at all times, except as provided in 1 V.S.A. § 313. 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).
- B. APPLICATION.** This policy setting forth rules of procedure for selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of West Fairlee selectboard.
- C. PROCEDURES.**
1. The chair of the selectboard, or in the chair's absence, the pro tem chair, shall chair all selectboard meetings.
  2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h), and as follows:
    - A. No vulgar, offensive, or inappropriate language shall be used.
    - B. No party, representative of a party, witness or speaker shall be permitted to make personal attacks on another speaker, a member of the Board, or any person whatsoever.
    - C. The presiding officer or a two-thirds majority at any meeting may make such rulings or orders, or give such instructions as may be necessary to preserve the order, decorum and dignity of the meeting. This authority shall include the power to exclude from the meeting or expel any person or group of persons who is or are attempting to disrupt the meeting, or who refuse to abide by and carry out the lawful instructions of the presiding officer, or who are otherwise behaving in an unruly or riotous manner.
  3. A majority of the members of the selectboard 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.
  4. At the beginning of each selectboard meeting, there shall be 15 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 and times accordingly.
  5. Each selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the selectboard. Those who wish to be added to the meeting agenda shall contact the selectboard chair to request inclusion on the agenda. The selectboard chair shall determine the final content of the agenda.

6. All business shall be conducted in the same order as it appears on the agenda, except that by two-third/majority vote of the selectboard, the order of items to be considered and/or the time allotted may be modified.
7. 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. Such comment, if permitted, shall be limited to 15 minutes, unless by two thirds/majority vote, the selectboard increases the time for public comment.
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 two thirds/majority vote of the selectboard, and must be readopted annually at the organizational meeting.

**ADOPTED:**

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Signatures

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Date