

TOWN OF HIGHGATE SELECTBOARD RULES OF PROCEDURE

A. PURPOSE.

The Selectboard of the Town of Highgate 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 Highgate 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 Highgate Selectboard.

C. PROCEDURES.

1. The Selectboard shall meet the First and Third Thursdays of every month except when otherwise noted.
2. The Selectboard shall annually elect a Chair and Vice-Chair. The Chair of the Selectboard, or in the Chair's absence, the Vice-Chair, shall chair all Selectboard meetings. If both the Chair and the Vice-Chair are absent, a member selected by the board shall chair the meeting.
3. 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).
4. The current size of the Selectboard is five (5) members. A majority of the members of the Selectboard shall constitute a quorum, a minimum of three (3) members. 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.
5. At the beginning of each Selectboard meeting, there shall be fifteen (15) minutes afforded for open public comment. It should be noted that open public comment is simply that, a time for those who wish to make public comment to the Selectboard. It is not intended to be a time for extended discussion or dialogue with the Selectboard, as such times should be requested of the Chair to be placed on an agenda. However, at the discretion of the Selectboard, the time for public comment may be increased if the topic warrants immediate attention, and if adequate time is reserved to accomplish the necessary town business. In the event many participants wish to speak, they may be asked to limit their speaking time to be fair to all speakers.
6. 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. .
7. General ground rules concerning the decorum of board members, citizens and guests. It is the expectation that the public will abide by the following principals when making public comment:

- A. Only speak when recognized by the Chair
- B. Come prepared to participate
- B. Focus on an issue, situation, or behavior, not on a person (i.e. no personal attacks)
- C. Speak Respectfully
- D. Refrain from using profanity or other vulgar language
- E. Maintain a civil tone

8. Each Selectboard meeting shall have an agenda outlining 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 via the Town Administrator at least seven (7) days prior to the meeting date to request inclusion on the agenda. The Selectboard Chair shall determine the final content of the agenda.

9. All business shall be conducted in the same order as it appears on the agenda, except that by Majority vote of the Selectboard, the order of items to be considered and/or the time allotted may be modified.

10. Motions made by board members require a second. The Chair of the Selectboard may make motions and may vote on all questions before the board.

11. There is no limit to the number of times a Selectboard member can speak to a question. A member may speak or make a motion without being recognized by the Chair.

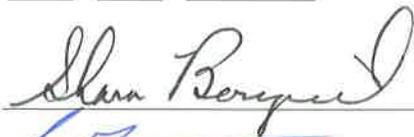
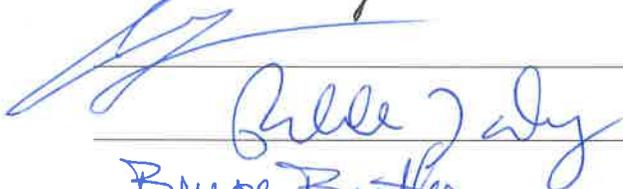
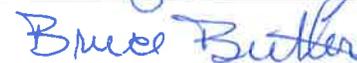
12. Any Selectboard member may request a roll call vote.

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

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

15. These rules may be amended by Majority vote of the Selectboard, and must be readopted annually at the organizational meeting.

ADOPTED: 5/18/17

	
	05/18/17
	
	5-18-17
Signatures	Date