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Town of Windham Selectboard Rules of  
Procedure

I PURPOSE. The Selectboard of the Town of Windham 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 Windham must be open to the public at all times, except as provided in 1V.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 of Roberts Rules of Order for Small Groups as established by the chair of the selectboard. 1 V.S.A. § 312(g).

II APPLICATION. This policy setting forth rules of procedure for selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Windham selectboard.

III PROCEDURES.

1. The chair of the selectboard, or in the chair's absence, the vice-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).
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 30 minutes afforded for open public comment. By two-thirds majority vote, the selectboard may decrease or 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 town clerk to request inclusion on the agenda. The selectboard chair shall determine the final content of the agenda.
6. The order of items to be considered and/or the time allotted may be modified by the chair or by suggestion of a selectboard member.
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 10 minutes, unless by two thirds vote, the selectboard sets a different time limit.
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 unanimous vote of the selectboard, and must be readopted annually at the organizational meeting.
11. No second shall be required to a motion made by a Selectboard member.

VLCT Selectboard Rules of Procedure



ADOPTED:

Mary F. Rayne  
MD Seabright  
[Signature]  
Signatures

3/17/14  
3/17/14  
3/17/14  
Date