

Date of Origin: 11/7/2022 Latest Revision: 4/1/2024 Latest Renewal: 4/6/2026

**TOWN OF MAIDSTONE, VERMONT  
RULES OF PARTICIPATION IN SELECTBOARD MEETINGS REV 1**

These are the rules for attendees who wish to participate in discussions:

1. Meeting attendees, either in person or via Zoom, may speak one time only about a topic. Anybody wishing to speak must be acknowledged by the Chair before speaking.
2. For Zoom participants:
  - If you want to speak about a topic, first make sure your video is on, then raise your hand when you want to speak. Wait for the Selectboard Chair to recognize you.
  - Zoom participants can ask to speak either by simply raising their hand or by doing the following to raise a hand graphic that appears on the screen:
    - Windows: Hold down the Alt key and tap the Y key on your keyboard to raise your hand.
    - Mac: Hold down the Option key and tap the Y key on your keyboard to raise your hand.
    - When you have finished speaking, use the same keys on your keyboard to lower your hand.
    - The Town Clerk has said she will keep track of hands raised on Zoom and let the Selectboard Chair know who is the next person with their hand up, so that he can recognize them and let them speak, if he wishes.
3. If attending the meeting in person, raise your hand when you want to speak and wait for the Selectboard Chair to recognize you. Once recognized, you may be requested to move nearer to the Selectboard table, so that you can be heard and seen clearly by Zoom participants. When you have finished speaking, return to your chair in the audience.

**REVIEWED AND RENEWED BY THE SELECTBOARD ON: 4/6/2026**

  
\_\_\_\_\_  
Bruno McKenzie, Chair

5/4/26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Scott Lovell

6-1-26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Brad McVetty

5-14-26  
\_\_\_\_\_  
Date

**TOWN OF MAIDSTONE, VERMONT**  
**Rules of Participation in Discussions at Selectboard Meetings Rev 1**  
**Policy Adoption, Revision, and Renewal History**

**ORIGINAL ADOPTION DATE: 2022-11-07**

**REV #1 ADOPTION DATE: 2024-04-01**

**LATEST RENEWAL DATE: 2026-04-06**

**Relevant Vermont Statute(s): Vermont Open Meeting Law. 1 V.S.A. §§ 310-314.**

REVISION DATE	REVISION DESCRIPTION
2024-04-01	Under #2, added the bolded words in this section: "Zoom participants can ask to speak <b>either by simply raising their hand or</b> by doing the following to raise a hand graphic that appears on the screen"
	Changed "Amy has said" to "The Town Clerk said"
2024-04-01	Changed #3 from: "If attending the meeting in person, raise your hand when you want to speak and wait for the Selectboard Chair to recognize you. Once recognized, move to the designated speaker's chair, near the Selectboard table, so that you can be heard and seen clearly by Zoom participants. When you have finished speaking, return to your chair in the audience." To "If attending the meeting in person, raise your hand when you want to speak and wait for the Selectboard Chair to recognize you. Once recognized, you may be requested to move nearer to the Selectboard table, so that you can be heard and seen clearly by Zoom participants. When you have finished speaking, return to your chair in the audience."