

**TOWN OF MAIDSTONE, VERMONT**  
**SELECTBOARD RULES OF PROCEDURE**  
**Adopted September 12, 2022 with modifications to be made later**

**A. PURPOSE.**

The Selectboard of Maidstone, Vermont 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 Maidstone must be open to the public at all times, except as provided in 1 V.S.A. § 313.

**B. APPLICATION.**

This policy setting forth rules of procedure shall apply to the Selectboard of Maidstone, which is 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 [*only after/without*] being recognized by the Chair. Motions to close or limit debate [*will/will not*] be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by [*unanimous/two thirds/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. Those who wish to be added to the meeting agenda shall contact the [chair/municipal manager/municipal administrator/municipal clerk] to request inclusion on the agenda. The Chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in the Town Clerk's office and at the following designated public places in the municipality: on the bulletin board outside of Town Hall and on the bulletin board at the intersection of Maidstone Lake Road and Westside Lake Road. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the Town of Maidstone website. 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. Once the deadline for posting an agenda has passed (48 hours in advance of a regular meeting and 24 hours in advance of a special meeting) items should only be added to that agenda when necessary to deal with an unforeseen occurrence or condition requiring immediate action.

#### **E. MEETINGS.**

1. Regular meetings shall take place on the first Monday of each month at 7 p.m. If the first Monday of the month is a federal or state holiday, the meeting is usually held the following Monday at 7 p.m. As stated in Section D #2, above, agendas informing the public of the time and place of Selectboard meetings will be posted at least 48 hours prior to a regular meeting, on the bulletin board in the Town Clerk's office, on the bulletin board outside of Town Hall, on the bulletin board at the intersection of Maidstone Lake Road and Westside Lake Road, and on the Town website. Regular meetings will be held as hybrid meetings, i.e., both in person at Town Hall and via Zoom. The Zoom link will be posted on the Town website and included on the agenda, which is available to any person who requests it prior to the meeting.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted on the bulletin board in the Town Clerk's office, on the bulletin board outside of Town Hall, on the bulletin board at the intersection of Maidstone Lake Road and Westside Lake Road, and on the Town website. Special meetings will be held as hybrid meetings, i.e., both in person at Town Hall and via Zoom. The Zoom link will be posted on the Town website and included on the agenda, which is available to any person who requests it prior to the meeting.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some 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. Emergency meetings will be held as hybrid meetings, i.e., both in person at Town Hall and via Zoom. The Zoom link will be included on the agenda, which is available to any person who requests it prior to the meeting.
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 that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, in accordance with Vermont Statutes\*, the agenda for the meeting shall designate at least one physical location where a member of

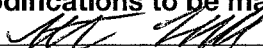
the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

*\*Please note that the State of Vermont may suspend or modify this requirement, as has been done during the covid pandemic. The Town of Maidstone will act in accordance with Vermont law.*

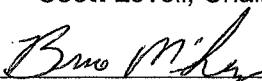
## F. PUBLIC PARTICIPATION.

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/end of/conclusion of discussion of]* each agenda item, but before any action is taken by the public body at each meeting, there may be *[number]* minutes afforded for open public comment. By *[unanimous/two-thirds/majority]* vote, the body may increase the time for open public comment and its place on the agenda.
3. 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.
4. Members of the public must be acknowledged by the Chair before speaking. Members of the public must identify themselves by stating their name and address before making any comments.
5. 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.
6. 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.
7. 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 to remove disorderly person(s) from the meeting.

**ADOPTED with modifications to be made at a later date:**

  
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Scott Lovell, Chairman

11-10-22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bruno McKenzie

11/8/22  
\_\_\_\_\_  
Date

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

11-9-22  
\_\_\_\_\_  
Date