Town of Thetford • PO Box 126 • Thetford Center, VT 05075 • (802) 785-2922

Town of Thetford Selectboard Rules of Procedure

I. PURPOSE - The Selectboard of the Town of Thetford 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 Thetford 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(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 Thetford Selectboard.

III. PROCEDURES -

1. 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.

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. Each Selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the Selectboard, and shall be posted both electronically and at those three recognized locations in Town. Those who wish to be added to the meeting agenda shall contact the Selectboard Chair, Selectboard Assistant or Town Clerk to

request inclusion on the agenda. The Selectboard Chair shall determine the final content of the agenda.

5. At the beginning of each Selectboard meeting, there shall be 15 minutes afforded for open public comment. By a majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly. It should be noted that open public comment is simply that, a time for those who wish to make public comment to the Selectboard and such assembled. 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.

6. All business shall be conducted in the same order as it appears on the agenda, except by a majority vote of the selectboard, the order of items to be considered and/or the time allotted may be modified. However, this agenda is not meant to be an exhaustive list of all issues to be discussed, as many discussions are borne of others, or may develop after an agenda has been posted. At times, it may be in the interests of the Town to allow the Selectboard to dispose of these items as they are addressed.

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 5 minutes, unless by a majority vote, the Selectboard sets a different time limit.

8. The Selectboard designates its Chair as spokesperson for issues and questions that may come up between public meetings. The Chair is thus required to endeavor to present the Board's majority opinion on issues and to distinguish personal opinion from that of the Board. While all members may retain the right to speak their own opinion, it would be improper to present such opinions as those of the Board as a whole, and are asked to clearly make such distinction. When a citizen asks a question by letter or e-mail, the Chair will acknowledge the receipt of such question, and if appropriate provide an answer, or forward to an appropriate person. In general, questions of the Board shall be discussed and answered by a majority of the Board.

9. In the recognition of those required times of executive sessions, it shall be asked that all members of the Selectboard respect such

motions and information and refrain from publically discussing such outside of those sessions. Realizing there is no means or mechanism of enforcing this request beyond public admonishment.

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

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

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

ADOPTED: MARCH 7, 2016 (Date)

John Bacon

James Dixon

Jessica Eaton

James Lanctot

Stuart Rogers