

## Selectboard Rules of Procedure

The following is a policy duly adopted by the Thetford Selectboard upon reformulation on March 7, 2011, consisting of a list of rules and procedures used to organize the Selectboard's work.

1. In the absence of a scheduled Selectboard meeting prior to the need to issue checks, the Treasurer may request that either the Chair or Vice-Chair sign warrants on behalf of the board.
2. The Selectboard shall use Roberts Rules of Order for small meetings, except when the Board agrees to suspend such rules. A board decision or procedure not conforming with said rules, in the absence of a specific protest during the meeting in question, shall be considered to have been made during a suspension of that rule.
3. The Chair shall prepare a Draft Agenda during the week prior to a scheduled Selectboard meeting. The purpose of this draft is to help inform board members and the public about known issues that are to be discussed. That draft shall be published via the internet and posted prior to the meeting at the Town Hall. The document is not meant to be an exhaustive list of all issues to be discussed, as many discussion items are borne of other ones, and it is in the interests of the Town to allow the Selectboard to dispose of these issues as they are addressed.
4. When time is not of the essence, issues of great significance should be apportioned time in a warned meeting where the public has some notice so as to be able to attend or comment. The determination of which issues are of great significance is left to be decided by a majority of the Selectboard.
5. The Selectboard designates its Chair as its spokesperson for issues and questions that come up between public meetings. The Chair is required to endeavor to present the board's majority opinion on issues of settle policy and distinguish personal opinion from that of the board. While all board members retain the right to speak their own mind, it would be improper to represent their own opinions as those of the board as a whole and are asked to make the distinction when appropriate. When a citizen asks a question by letter or email, the Chair will acknowledge the receipt of the question, and if appropriate provide an answer or forward on to an appropriate person. In general, the Chair will endeavor to answer questions put to the board, but the board does not require that every question receive an answer; especially as it would constitute a running public electronic discussion that would appear to prevent the full board from participating.
6. Board members may distribute materials to the board between public meetings, but not in an attempt to conduct a discussion. Responding to such a distribution with a comment to more than one selectboard member would constitute a violation of Vermont's public meeting law. Discussions between individual members are not regulated. In the event that a member inadvertently sends a discussion comment to more than one selectboard member, the comments are to be noted in the following public Selectboard meeting's minutes, and the comments made available to members of the public who request them.