Town of Fair Haven THE SLATE CENTER OF THE NATION • CHARTERED OCTOBER 27, 1779

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The Town of Fair Haven Selectboard Rules of Procedure

PURPOSE. The Selectboard of the Town of Fair Haven is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 VSA §310-314. Meetings of the Selectboard of the Town of Fair Haven must be open to the public at all times, except as provided in 1 VSA §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 VSA §312(g).

APPLICATION. This policy, setting forth rules of procedure for Selectboard meetings, shall apply to all regular, special, and emergency meetings of the Town of Fair Haven Selectboard.

PROCEDURES:

Meetings. Regular Selectboard meetings will generally be held on Monday evening's beginning at 7:00 p.m. In the interest of allowing full citizen participation, the board will attempt to finish meetings by 10:00 p.m. The Selectboard may meet in special or emergency meetings, pursuant to State law.

Proceeding beyond 10:00 p.m. The Selectboard may proceed beyond the 10:00 p.m. deadline established in Rule A. as follows: (a) notwithstanding Rule A., a consensus of the board members may extend the meeting (b) notwithstanding Rule A., a majority may vote to recess the meeting to a time and place certain.

Chair. The Chair of the Selectboard shall chair all Selectboard meetings. If the Chair is absent a member selected by the board shall chair the meeting. The same procedure shall apply to the Clerk.

Enforcement of rules. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 VSA §312(h). Generally, Robert's Rules of Order for Small Boards shall serve as the board's rules of procedure beyond the rules adopted herein.

Quorum. 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.

Public comment. Toward the beginning of each Selectboard meeting, there shall be five (5) minutes afforded to any individual wishing to speak for open public comment. By unanimous/two-thirds/majority vote, the Selectboard may increase the time for open public comment.

Rules. General ground rules concerning decorum of board members, citizens and guests:

- I will only speak when recognized by the Chair.
- I will not interrupt the speaker.

- I will disagree politely and address the issue not the personality.
- I will come prepared to participate.
- I will practice open mindedness.
- I will treat each person with dignity and respect.

Unruly individual. If an individual is out of order by violating the expected decorum under Rules above or by being unruly, the Chair may suppress the person's participation entirely and/or ask that person to leave the meeting.

Agenda. 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 Manager, no later than noon the Wednesday before the Selectboard meeting. The Selectboard Chair shall determine the final content and order of the agenda. The agenda will be posted by 2:00 p.m. the Thursday before the meeting.

Order of the agenda. All business shall be conducted in the same order as it appears on the agenda, except that the Chair of the Selectboard may change the order of items to be considered and/or the time allotted each agenda item may be modified.

Public comment during the meeting. 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 ten (10) minutes, unless by majority vote, the Selectboard sets a different time limit.

Meeting breaks. Meetings may have breaks or can be recessed to a time and place certain.

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

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

Adopted this _____ day of March _____ by the Town of Fair Haven Selectboard:

Chris Cole, Chair

Bob Richards

Jeff Sheldon, Clerk

Dave Ward

Rod Holzworth, II