

RULES OF PROCEDURE FOR MUNICIPAL BOARDS, COMMITTEES, AND COMMISSIONS

(Not applicable when the board, committee or commission is operating in a quasi-judicial capacity)

A. PURPOSE.

The Selectboard, Committees, and Commissions of the Town of West Windsor are required by law to conduct their meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§310-314. Meetings 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 all Boards, Committees, and Commissions of the Town of West Windsor, which are referred to below as “the body,” **when not operating in a quasi-judicial capacity**. The Rules shall apply to all regular, special and emergency meetings of the body. These rules may only be amended by majority vote of the Selectboard, which will review, amend as necessary and re-adopt them each year at its annual organizational meeting.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice chair. The chair 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, 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 do require a second. The chair 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 being recognized by the chair. Motions to close or limit debate will be entertained, but must be adopted by a majority of the body.
7. Any member of the body may request a roll call vote.
8. Meetings may be recessed to a time and place certain.

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 municipal administrator 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 on the Town of West Windsor website, in the municipal clerk's office, and at the following designated public places in the municipality: the Post Office and the Brownsville General Store. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted as it appears on the noticed agenda, except that any addition or deletion from that agenda, including specification of what matters will be taken up under "Other Business," must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Other adjustments to the noticed agenda, such as changing the order of business or postponing or tabling actions, may be made at any time during the meeting, but only by unanimous consent of the body.

E. MEETINGS.

1. Each body shall have a duly warned annual organizational meeting (normally in January). In addition to such matters as electing officers for the year, each body shall designate a day and time of the month for a regular meeting, which date can only be changed annually unless approved by the Selectboard. These regular meetings shall be posted on the Town calendar.
2. Special meetings should be avoided, but, when necessary, shall be publically announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to a newspaper designated as the West Windsor official newspaper; and to any person who has requested notice of such meetings. In addition, notices shall be posted on the Town website, in the municipal clerk's office, and at the following designated places in the municipality: the Post Office and the Brownsville General Store.
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 including posting on the Town website if possible. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
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 must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
 - a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting on the Town's website, in the municipal clerk's office, and at the Post Office and the Brownsville General Store.

- b. The public announcement and posted notice of 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 location.

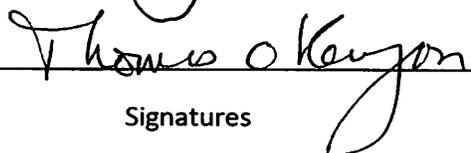
F. PUBLIC PARTICIPATION.

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 the following rules.
2. At the beginning of each agenda item, but before any action is taken by the body, there shall be time afforded for open public comment.
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.
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 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 an issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable to remove disorderly person(s) from the meeting.

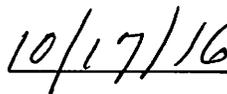
ADOPTED:







Signatures



Date