TOWN OF WATERBURY
SELECTBOARD RULES OF PROCEDURE

A. PURPOSE. The Select Board of the Town of Waterbury 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 Select Board of the Town of Waterbury 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 Select Board so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Select Board. 1 V.S.A. § 312(h).

B. APPLICATION. This policy setting forth rules of procedure for Select Board meetings shall apply to all regular, special, and emergency meetings of the Town of Waterbury Select Board.

C. PROCEDURES.

1. The chair of the Select Board, or in the chair's absence, the vice-chair, shall chair all Select Board 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 Select Board shall constitute a quorum. If a quorum of the members of the Select Board is not present at a meeting, the only action that may be considered by the Select Board is a motion to recess or adjourn the meeting.

4. At the beginning of each Select Board meeting, there shall be 5 minutes afforded for open public comment. By majority vote, the Select Board may increase the time for open public comment and may adjust the agenda items and times accordingly.

5. Each Select Board meeting shall have an agenda, with time allotted for each item of business to be considered by the Select Board. Those who wish to be added to the meeting agenda shall contact the Town Manager, Select Board chair, or Town Clerk to request inclusion on the agenda. The Select Board chair shall determine the final content of the agenda. Any addition to or deletion from the agenda shall be made as the first act of business at the meeting. The reason for the addition shall be reflected in the minutes. Any other adjustments to the agenda may be made at any time during the meeting. The public shall be given a reasonable opportunity to express its opinion on matters added to the agenda at the commencement of the meeting and considered by the public body during the meeting as long as order is maintained.

6. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Select Board, the order of items to be considered and/or the time allotted may be modified.

7. Public comment on issues discussed by the Select Board, 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 majority vote, the Select Board increases the time for public comment.

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

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

10. These rules may be amended by majority vote of the Select Board, and must be readopted annually at the organizational meeting.

WATERBURY SELECT BOARD

Signatures: _____

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Date: March 7, 2016