

Town of Tinmouth Select Board Public Meeting Rules and Procedures Policy

Article 1. Purpose

Section 1 The purpose of this policy is to provide clean and concise rules and procedures for conducting all meetings of the Town of Tinmouth Select Board.

Section 2 This policy shall be made available at all meetings and the procedures for public comment reviewed at the beginning of all meetings.

Article 2. Application

Section 1 This policy setting forth rules and procedures for Select Board meetings shall apply to all regular, special, and emergency meetings of the Tinmouth Select Board.

Article 3. Conduct of the Meeting

Section 1 The Tinmouth Select Board 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 Tinmouth Select Board must be open to the public at all times, except as provided in 1 V.S.A. §§313.

Section 2 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).

Section 3 A majority of the members of the Select Board must be present in order to hold a meeting. Such a majority 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.

Section 4 The chair of the Select Board shall conduct all board meetings and rule on questions of order. In his or her absence, the vice chair shall conduct the meeting and rule on questions of order. Normally, the chair will conduct the meeting according to Robert's Rules of Order.

Section 5 Each Select Board meeting shall have an agenda, with time allocated for each item if feasible, of business to be considered by the Select Board. Those who wish to be added the meeting agenda shall contact the Town Office or chair to request inclusion on the agenda prior to noon time of the last work day before the scheduled meeting. The Select Board chair shall determine the final content and order of the agenda. The first item on an agenda shall be the review and approval of the agenda. The agenda may be amended during the review.

Section 6 At the beginning of each Select Board meeting, there shall be up to 15 minutes afforded for open public comment. ~~Each person shall be limited to 3 minutes, unless by majority vote, the Select Board increases the time.~~ By majority vote, the Select Board may increase the time for open public comment and may adjust the agenda items accordingly.

Section 7 A Select Board meeting is a meeting open to the public, not a public meeting. 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 or by majority vote. Such comment, if permitted, shall be limited to 3 minutes, unless by majority vote, the Select Board increases the time for public comment.~~

Section 8 General ground rules concerning decorum of board members, citizens and guests:

- a) Citizens and guests will only speak when recognized by the chair.
- b) The speaker will identify themselves when attending virtually.
- c) The speaker will not be interrupted.
- d) The speaker will disagree politely and address the issue not the personality.
- e) The speaker will come prepared to participate.
- f) The speaker will practice open mindedness.
- g) The speaker will treat each person with dignity and respect.

Section 9 If an individual is out of order or unruly, the chair may suppress the person's participation entirely, ask the individual to leave the meeting or recess the meeting until order is restored.

Section 10 Normally when a meeting is adjourned, the business at hand has been dealt with, the meeting is over, and the Select Board will meet at the next regularly scheduled time. However, a meeting may be adjourned to a time and place certain in order to attend to some unfinished business. When a meeting is adjourned to a time and place certain, only that business which is carried forward from the adjourned meeting may be dealt with. Any new business must be conducted at a new, properly warned meeting.

Article 4. Effective Date

Section 1 This policy shall become effective immediately upon its adoption by the Tinmouth Select Board.

Section 2 These rules and procedures may be amended by the majority vote of the Select Board.

Section 3 This policy must be re-adopted annually at the first meeting following Town Meeting.

This Policy was adopted on April 11, 2024.

Kevin Eaton

Judy Gilmore

Melody Squier