

## **BRADFORD SELECTBOARD RULES OF PROCEDURE**

**A. PURPOSE.** The selectboard of the Town of Bradford 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 selectboard of the Town of Bradford must be always open to the public, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded a 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 V.S.A. § 312(h).

**B. APPLICATION.** This policy setting forth rules of procedure for selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Bradford selectboard.

### **C. PROCEDURES**

#### **Meetings**

Regular Selectboard meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday evenings beginning at 6:00 p.m. In the interest of allowing full citizen participation, the board will attempt to finish meetings by 9:00 p.m. The Selectboard may meet in special or emergency meetings, pursuant to State law.

#### **Chair**

The chair of the selectboard, 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.

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).

#### **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 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.

#### **Motions**

Motions need not be seconded. A question may be moved by one member. Whenever a vote of the members present at a meeting is not unanimous, the individual votes of the members shall be recorded in the minutes. A member not attending a meeting shall be entitled to vote on a motion to approve the minutes of that meeting, and to signify

such approval by signing the official copy.

### **Public Comment**

At the beginning of each selectboard meeting, there shall be up to 15 minutes afforded for open public comment. By majority vote, the selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.

### **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 Administrative Assistant to request inclusion on the agenda no later than noon the Monday prior to the Selectboard Meeting. The selectboard chair shall determine the final content of the agenda.

### **Order of The Agenda**

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

### **Public Comment During Meetings**

Public comments 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 3 minutes, unless by majority vote, the selectboard increases the time for public comment.

### **Meeting Breaks**

Meetings may be recessed to a time and place certain.

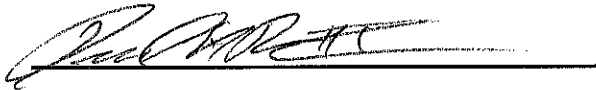
**Review of Meeting Rules**

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

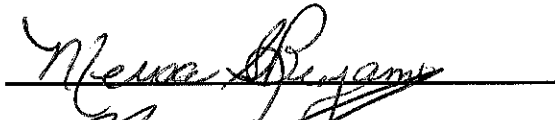
**Amend Rules**

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

ADOPTED:



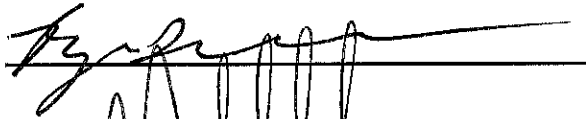
Daniel A. Perry III



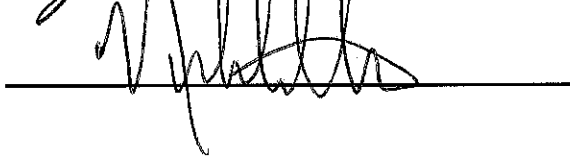
Meroa S. Benjamin



Michael Wright



Ryan Lockwood



Nikki Stevens

Dated: March 28, 2024