

Selectboard Rules of Procedure Town of Fairfax, VT

1. PURPOSE. The Fairfax Selectboard is required by law to conduct its meetings following the Vermont Open Meeting Law as amended from time to time in 1 V.S.A. §§ 310-314. Meetings of the Fairfax Selectboard must be open to the public except executive sessions as provided in 1 V.S.A. § 313 as amended from time to time.

2. APPLICATION. This policy setting forth rules of procedure shall apply to the Fairfax Selectboard referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

3. ORGANIZATION.

- A. The body shall annually elect a chair and a vice-chair. The chair of the body 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.
- B. 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.
- C. A majority of the members of the body shall constitute a quorum. If a member is to be absent, they should notify the chair and Town Manager as soon as feasible. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
- D. 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. The Town Manager in consultation with the chair shall serve as the designated spokesperson and point of contact for the media as feasible.
- E. Motions made by members of the body require a second. The chair of the body 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.
- F. 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 may be entertained.
- G. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
- H. Meetings may be recessed to a time and place certain.
- I. These rules may be amended by a majority vote of the body and must be readopted annually.

4. AGENDAS

- A. 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 Town Manager to request inclusion on the agenda. The chair shall determine the final content of the agenda.

- B. 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 at the Town Office and at the following designated public places in the municipality: 1) U.S. Post Office; and 2) Bellows Free Academy Fairfax. 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 www.fairfax-vt.gov. The agenda must also be made available to any person who requests such agenda prior to the meeting.
- C. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda 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. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

5. MEETINGS

- A. Regular meetings shall take place on the first and third Monday of the month at 6:30 p.m. at the Town Offices at 12 Buck Hollow Road, Fairfax, Vermont 05454.
- B. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body, unless previously waived, and to any person who has requested notice of such meetings. In addition, notices shall be posted in the Town Office and at the following designated places in the municipality: 1) U.S. Post Office; and 2) Bellows Free Academy Fairfax.
- C. 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 and posted in at least two places electronically: www.fairfax-vt.gov and the Town's and the Fairfax Town Offices Facebook Page. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
- D. 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 themselves when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for 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 meeting location.
- E. In accordance with Vermont's Open Meeting Law, 1 V.S.A. §311, email communications shall be used sparingly and to convey information only and not to gain consensus on issues that should be discussed in an open meeting.

6. PUBLIC PARTICIPATION.

- A. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

- B. At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be three minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.
- C. 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.
- D. Members of the public must be acknowledged by the chair before speaking.
- E. 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.
- F. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the 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.
- G. 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 the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable to remove disorderly person(s) from the meeting.

7. ADOPTION. The foregoing policy is hereby adopted by the Selectboard of the Town of Fairfax, Vermont, this 22nd day of January 2024 and is effective as of this date until amended or repealed.

Selectboard members:

Bruce Merrill

[Signature]

Diana H. Lewis

Randy L. DeWine 1/22/24

Stephen E. Boudreau 1/22/24

