



**Underhill Conservation Commission**  
**Rules of Procedure**  
**06/12/2023**

- A. **Purpose.** The Underhill Conservation Commission (UCC) 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 UCC 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 UCC so long as order is maintained. Such public comment is subject to the reasonable rules established by these Rules of Procedure.
- B. **Application.** This policy setting forth rules of procedure for the Underhill Conservation Commission meetings shall apply to all regular, special and emergency meetings of the UCC.
- C. **Procedures.** The UCC shall consist of nine (9) regular Commission Members appointed by the Selectboard to terms of three (3) years after an interview and recommendation by the UCC. After Town Meeting but prior to May 1, or at other times throughout the year as needed, the UCC shall hold an organizational meeting and elect by majority vote a Chair, Vice Chair, and Clerk/Treasurer.
1. The UCC shall meet the second Monday of every month except when otherwise noted. The regular meeting shall be warned at least 48 hours in advance. The Chair may cancel meetings at any time. Regular meetings that coincide with a federally recognized holiday, as well as observed by the Town hall may be automatically cancelled. Meetings shall not extend beyond 9:00 p.m. unless approved by a majority of Members present.
  2. Special meetings may be called by the Chair, provided at least 24 hours' notice is given to each Member and the time and place of each special meeting is publicly announced and posted at least 24 hours before the meeting.
  3. Members may participate in-person or virtually by remote access as long as the remote access member can hear everything that is being stated at the meeting and everyone present at the meeting can hear the remote UCC member or member of the public.

4. Officers of the Commission shall be: Chair, Vice chair, Secretary/Treasurer to be elected annually.
5. The Chair shall preside at all meetings, hearings, and deliberations; decide all points of order or procedure; and appoint Commissioners to any committee of the UCC. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by statute. The Chair may administer oaths, request the attendance of witnesses, and request the production of material germane to any issue under consideration
6. The Vice-Chair shall preside at the meeting, assume the duties of the Chair whenever the Chair is absent or at the Chair's request.
7. The Secretary/Treasurer shall take minutes of all meetings, unless delegated. The Secretary/Treasurer shall assume the duties of the Chair whenever the Chair and the Vice Chair are absent or at their request.
8. The current size of the Commission is seven (7) members and a quorum shall consist of a majority of current members.
9. If a quorum of the members of the Commission is not present at a meeting, the only action that may be considered by the Commission is a motion to recess or adjourn the meeting.
10. Should a member consistently miss meetings so that quorums are not achieved, the Chair shall request either member's resignation or removal from the Commission by the Select Board. "Consistently missing meetings" shall be defined as missing half or more of the scheduled meetings in a six-month period.
11. At the beginning of each UCC meeting, there shall be five (5) minutes afforded for open public comment. Speakers may participate only when recognized by the Chair. The Commission shall apply consistent time limits to all recognized to speak. Such comments shall be limited to five (5) minutes per speaker unless, by majority consent, the Commission sets a different time limit. By majority vote, the UCC may increase the time for open public comment.
12. Each UCC meeting shall have an agenda with time allotted for each item of business to be considered by the Commission. At each meeting, there shall be an opportunity for members of the public and interested parties to speak. Those individuals who wish to be added to the meeting agenda shall contact the Commission Chair / vice chair to request inclusion on the agenda. The Chair shall determine the final content of the agenda, and be responsible for emailing the agenda to the Town Administrator for posting. Agendas shall be posted at least 48 hours in advance of the meeting on the Town of Underhill website.

13. All business shall be conducted in the same order as it appears on the agenda, except that the Chair may announce at the start of the meeting changes to the order, or by majority vote of the Commission, the order of items to be considered and/or the time allotted may be modified.
14. Public comment on issues discussed by the UCC, 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 three (3) minutes, unless by majority vote the UCC increases the time for public comment.
15. Meetings may be recessed to a time and place certain.
16. Minutes of the UCC meeting shall be kept by the secretary and are matters of public record. They shall be available for inspection by any person after five (5) days from the date of the meeting. This included posting of the minutes to the Town website.
17. These rules shall be made available at all meetings and procedures for public comment shall be reviewed at the beginning of all meetings.
18. These rules may be amended by a majority of affirmative vote of the Commission and must be readopted annually at the organization meeting.

Signatures	Date
<b>ADOPTED:</b> _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Current Members:

Karen McKnight	Betsy Chapek	Laurie Graham	Daphne Tanis
Patrick Lamphere	Craig Volpe	Trinity Schroeter	