

Town of Underhill Energy Committee Rules of Procedure

A. **PURPOSE.** The Energy Committee of the Town of Underhill 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 Energy Committee of the Town of Underhill ("the Committee") 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 Committee 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 Energy Committee meetings shall apply to all regular, special, and emergency meetings of the Town of Underhill Energy Committee.

C. PROCEDURES.

1. The Committee shall meet on the 2nd Wednesday of every month at 6:30 PM at the Underhill Town Hall.

2. **Officers:** The Committee shall appoint a Chair, Vice Chair and optionally, a Secretary. The chair of the Committee or in the chair's absence, the vice-chair, shall chair all committee meetings. If both the chair and the vice-chair are absent, a member selected by the Committee shall chair the meeting. If appointed, a Secretary shall keep Minutes of the meeting. Otherwise, minute-taking duties will be rotated among the members of the committee, excepting the Chair, from meeting to meeting.

3. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by statute.

4. A majority of the members of the Committee shall constitute a quorum. If a quorum of the members of the Committee is not present at a meeting, the only action that may be considered by the Committee is a motion to recess or adjourn the meeting. If a Committee member is unable to attend in person, the member may participate by electronic means (e.g. speaker phone or Skype) and be counted as present. Proxy votes are not permitted.

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

6. Public comment on issues discussed by the Committee 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 Committee increases the time for public comment.

7. Each Committee meeting shall have an agenda. Those who wish to be added to the meeting agenda shall contact the Committee Chair/ Vice Chair to request inclusion on the agenda. The Committee chair shall determine the final content of the agenda. Agendas must be available 48 hours before each meeting of the Committee, and emailed to the Town Administrator for posting on the Town web site. If a special meeting, agenda must be available 24 hours before the meeting.

The Agenda may be modified as the first order of business in a Committee meeting.

8. Motions made by members do not require a second.

Motions are required for:

- o elections
- o decision to pursue activities, but not administrative details, or revisions
- o changes in Committee documents: mission statement, rules of procedure, town report
- o accepting minutes
- o delegating a member/members to act on behalf of the entire committee
- o for adjournment

In other, uncertain situations, Chair will decide the need for a motion/vote but any member may ask for a vote.

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

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

11. Minutes of the Committee meetings shall be kept by the Secretary, if appointed, but also kept for public perusal on the Underhill Town website. Minutes are matters of public record. Draft Minutes shall be available for inspection by any person after five (5) days from the date of any meeting, and shall be emailed to the Town Administrator for posting on the Town web site. Minutes shall be approved at the start of the next meeting. Adopted Minutes shall be kept in a notebook at the Town Hall and on the Energy Committee Blog site, which is accessible to the public.

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

13. These rules may be amended by majority vote of the Committee.

ADOPTED by majority vote of the committee.



Chair, For the Underhill Energy Committee

July 14, 2016

Date

