

Town of Underhill Conservation Commission
Rules of Procedure
FY2019

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 Commission 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 Conservation Commission meetings shall apply to all regular, special and emergency meetings of the UCC.

C. **Procedures.**

1 Regular and special meetings

- a. The committee shall meet the second Monday of every month at 6:30 PM at the Underhill Town Office, except when otherwise noted.
- b. Officers of the Commission shall be: Chair Vice chair, & Secretary/Treasurer to be elected annually at the organization meeting.
- c. The chair of the Commission or, in the chair's absence, the vice-chair shall chair all Commission meetings. If both the chair and vice-chair are absent, a member selected by the Commission shall chair the meeting.
- d. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by statute.
- e. A majority of the members of the Committee shall constitute a quorum.
- f. 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.
- g. 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.
- h. At the beginning of each Commission meeting, there shall be five (5) minutes afforded for open public comment. By majority vote, the Commission may increase the time for open public comment and may adjust the agenda items and times accordingly.
- i. Public comment on issues discussed by the Commission, 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 Commission increases the time for public comment.
- j. Each Commission meeting shall have an agenda with time allotted for each item of business to be considered by the Commission. Those 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. The agenda shall be posted at least twenty-four (24) hours before the meeting -including being posted on the town website.

- k. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Commission the order of items to be considered and/or the time allotted may be modified.
- l. Meetings may be recessed to a time and place certain.
- m. Minutes of the Commission meeting shall be kept by the secretary and are matters of public record. After five (5) days from the date of each meeting, the minutes shall be available for inspection by any person and posted on the Town Website.
- n. These rules shall be made available at all meetings and procedures for public comment shall be reviewed at the beginning of all meetings.
- o. These rules may be amended by the affirmative majority vote of the members of the Commission, and must be readopted annually at the Organization Meeting.

2 Annual Meeting

- a. The Organization Meeting of the Commission shall take place at the first meeting of the Commission following the Annual Town Meeting.

ADOPTED:

Signatures	Date
Karen McKnight	3/11/19
Nancy J. McRae	3/11/19
Steve Webb	3/11/19
Amy Golodetz	3/11/19
Laurie Graham	3/11/19
Pat Lamphere	3/11/19
Dan Steinbauer	3/11/2019
Mary Tanis	3/11/19
Elizabeth C. Chapek	4/7/2019

Current Members:

Karen McKnight
Nancy McRae
Betsy Chapek
Laurie Graham
Daphne Tanis

Pat Lamphere
~~Dan Steinbauer~~ Steve Webster
Amy Golodetz
Peter Hiskes